

# THE COUNCIL FOR BRITISH ARCHAEOLOGY

England & Wales · Charity number 287815

## Details

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**Other names** C B A

**Status** Registered

**Legal form** Charitable company

**Company number** [01760254](#)

**Registered** 1983-09-24

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

## Contact

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**Address** De Grey House  
St Leonard's Place  
York  
YO1 7HE

**Phone** 01904 671417

**Email** [info@archaeologyUK.org](mailto:info@archaeologyUK.org)

**Website** [www.archaeologyUK.org](http://www.archaeologyUK.org)

## Activities

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**Objects:** (1) TO ADVANCE THE STUDY AND PRACTICE OF THE ARCHAEOLOGY OF OR PERTAINING TO GREAT BRITAIN AND NORTHERN IRELAND (2) TO PROMOTE THE EDUCATION OF THE PUBLIC IN SUCH ARCHAEOLOGY (3) TO CONDUCT AND COMMUNICATE THE RESULTS OF RELEVANT RESEARCH(4) TO ADVANCE PUBLIC UNDERSTANDING AND CARE OF THE HISTORIC ENVIRONMENT

**Activities:** The CBA aims to promote 'Archaeology for All'. It works throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations.

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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- **Area of benefit:** GREAT BRITAIN AND NORTHERN IRELAND
- Guernsey
- Isle Of Man
- Jersey
- Northern Ireland
- Scotland
- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£978,068	£956,534	£79,834	16
2024-03-31	£829,878	£847,876	£58,300	15
2023-03-31	£667,205	£750,183	£76,298	12
2022-03-31	£924,437	£835,928	£286,336	13
2021-03-31	£942,417	£795,841	£197,826	12

## Trustees

Name	Role	Appointed
Amanda Jones		2025-02-08
Clemency Cooper		2024-02-10
Dr Hannah Fluck		2024-02-10
Dr Peter Buxton		2024-02-10
Gail Boyle		2024-02-10
Guy Schofield		2025-02-08
Lesley McFadyen		2026-02-21
Michael D'Aprix		2023-02-09
Mike Young		2026-02-21
Phil Pollard		2022-02-04
Sefryn Penrose		2022-02-04
mary Haworth		2025-02-08

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**

England & Wales - Charity number 287815

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# Accounts

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Council for  
British Archaeology



# TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Charity number: SC041971 and 287815

Company Limited by Guarantee, registered in England No. 1760254.



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# REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

**FOR THE YEAR ENDED 31 MARCH 2025**

## Patron

His Majesty King Charles III

## President

Raksha Dave

## Honorary Vice-Presidents

Dr Peter Addyman CBE  
Professor Barry W Cunliffe CBE  
Dr Philip Dixon  
Professor Peter J Fowler  
Frances Griffith  
George Lambrick

Professor Richard Morris OBE  
Paul Oldham  
Professor Marilyn Palmer MBE  
Dr Kate Pretty CBE  
Dr Francis Pryor MBE  
Mr Francis Taylor  
Prof Anthony Thomas OBE

## Trustees

Mrs F E Gale, (co-opted 2018, elected 2018; re-elected Feb 2021, term ended Feb 2025)<sup>1</sup>  
Mr P Pollard, Hon Secretary (elected Feb 2022; re-elected Feb 2025)<sup>2</sup>  
Dr K McCarrison, (elected Feb 2022, term ended Feb 2025)  
Professor J Schofield, (elected Feb 2022, term ended Feb 2025)  
Dr S Penrose, (elected Feb 2022, re-elected Feb 2025)<sup>1</sup>  
Dr D Parikh, (elected Feb 2023)<sup>3</sup>

Ms J Plummer Sires, (elected Feb 2023)  
Mr M D'Aprix, (elected Feb 2023)<sup>2</sup>  
Mrs G Boyle, Chair (elected Feb 2024)<sup>1,3</sup>  
Dr P Buxton, Vice Chair (elected Feb 2024)<sup>2</sup>  
Dr H Fluck, (elected Feb 2024)<sup>2</sup>  
Ms C Cooper, (elected Feb 2024)<sup>3</sup>  
Ms Amanda Jones, (elected Feb 2025)<sup>1</sup>  
Dr G Schofield, (elected Feb 2025)<sup>3</sup>  
Ms M Haworth, (elected Feb 2025)<sup>3</sup>

1 Resource Committee 2 Governance Committee 3 Advocacy Committee

## Executive Director & Company Secretary

Mr N I Redfern (appointed 2 April 2020)

## 1. FOREWORD



### A message from our Chair: Gail Boyle

Connecting people with archaeology and heritage is at the heart of everything that the Council for British Archaeology stands for. Our mission is articulated in full within this report, but in short, we want to inspire individuals to explore, engage and connect with each other and places, by enabling access to archaeology and the heritage we share. As an organisation we have been doing this now for 80 years, an anniversary that we celebrated in many different ways across the year, but which also included a presentation delivered at Burlington House in December 2024, home of the Society of Antiquaries of London.

The successful delivery of the programmed activity and projects described and demonstrated in this report is of fundamental importance, not just to the further development of the CBA, but to the wider archaeology sector, as the work it has done is providing insights applicable to all. Much of this work has been grant-aided by The Heritage Fund, Historic England, and others, and has been generously supported by our project partners, stakeholder steering groups, critical friends, and our Youth Advisory Board and many more. I want to take this opportunity to formally thank them, and also the CBA staff team and volunteers who deliver such a vast range of activity and who consistently exceed all expectations placed upon them in a challenging financial, social, and political environment.

The CBA's Board of Trustees is fully committed to supporting the organisation to deliver against a set of extremely ambitious targets and outcomes. As I referenced at our Annual General Meeting in February 2025, we are actively seeking ways to diversify our income streams so as to become more independently sustainable. To this particular end, trustees have, for example, participated in training sessions led by specialist fundraising consultants. Aside from overseeing the management and strategic direction of the CBA, trustees have also shared their expertise in multiple ways, from being individual Youth Advisory Board mentors to representation at awards, conferences and sector wide meetings, or volunteering time to work on CBA Festival of Archaeology stalls at events. In addition to this the introduction of our trustee Performance Support & Personal Development Review process will assist us in helping us to perform effectively, while enhancing our personal skills, knowledge, and overall capabilities. My thanks must also therefore be extended to my fellow Board members, including all those that completed their terms of office this year, as well as to the newly recruited.



## A message from our Executive Director: Neil Redfern

An award of £249,000 from the Heritage Fund in March 2024 has enabled the CBA to commence our project Reconnecting Archaeology. This will support us in refocusing our work around how we support our network of grassroots archaeological societies and groups. These organisations formed the bedrock of the CBA after we were set up in 1944 and we have been delighted to tie in the project with our 80th Year celebrations. Our role in championing archaeology and supporting participation has never been more needed but it is clear that audience needs are changing, and we will need to evolve and adapt if we are to reimagine a vibrant future. Income generation remains challenging and we are very grateful to our principal funders, sponsors and supporters for all the assistance – financial and voluntary hours – they give us.

A core element of Reconnecting Archaeology has been to seek better data about our membership, our readership of British Archaeology Magazine and how we might attract new audiences. This understanding will be critical in helping us shape new ways for people to participate and engage with us and with archaeology. The results will also sit alongside other key data sets we now hold and continue to develop such as our Young Archaeologist's Club Impact Report (2023-2024) and our Festival of Archaeology Impact Report (2020-2024).

This year also saw us undertake a major research project looking at what the public would like from archaeological outputs. Known as PUNS2 (Public User Needs Survey), this built on and expanded the methodology of a survey first completed by the CBA in 2001 that looked at the Publication User Needs of archaeological reporting (PUNS). This change in emphasis was a deliberate decision to draw in the multifaceted nature of social media, YouTube and digital media now available to consumers and producers. This research will report in 2025-26 but it is already highlighting the need for archaeologists to centre themselves in the narratives they create around their work. The wider public are fascinated in what we do and what motivates and influences our work. Centring archaeology as an experience that anyone can participate in, especially beyond the traditional idea of digging will be key to reaching out to new audience.

Our magazine British Archaeology plays an important role in communicating the latest news and research from across all sectors of the archaeology community the UK and those working abroad. We know how important the magazine is to our members and readership. We are looking to strengthen its reach and impact as well as delivering high-quality articles on all aspects of British Archaeology.

2024-2025 continued to be a consolidation period for the Council as we fully emerged from covid and coped with the cost-of-living crisis. Adapting to challenges and making sure we provide value for money are key elements of our strategy and we are delighted that we are in a position to review our student membership fee, reducing it to £5.00 and introducing a new digital-only membership category of £40.00. As we complete Reconnecting Archaeology in 2025 we will further look at our membership structure and pricing to ensure that it remains fit for purpose and attractive to the widest possible audiences.

## 2. THE CBA: PEOPLE AND ARCHAEOLOGY

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16.

We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

*“Archaeology enables us to connect to the world around us. Archaeology helps us question what it means to be human by exploring the traces people leave behind”*

### Our Vision:

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

### Our Mission:

To inspire people to explore places and engage with their environment through archaeology, helping them make new connections with each other and the places in which they live, work, learn and grow.  
To help people explore and create heritage that matters to them, championing fresh perspectives on how we recognise and value things and places – everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology

### Our Values:

Our values define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people.

## The CBA aspires to be:

### **Inclusive and participatory**

Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool. Archaeology enables us to bring together diverse communities and create inclusive practice.

### **Curious and enquiring**

Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment: the places we live, work, learn from, and visit. Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

### **Collaborative**

Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes. There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

### **Creative, communicative, and connective**

Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value. Archaeology makes an important societal contribution to education, social and economic resilience, health and well-being, and keeping people connected. Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

### **Caring and campaigning**

Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

## 3. TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2024 to 31 March 2025. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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 Director's Report) Regulations 2013 is not required.

### Policies And Objectives

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

### Strategies For Achieving Objectives

Our strategic priorities set in 2021 are framed as five goals designed to build and strengthen our five core activity areas. This work is brought together in our business plan 'Strategy for Growth 2021-25'.

### Our Strategic Priorities 2021 – 2025

Goal	Action
1. Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.	<ul style="list-style-type: none"> <li>Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.</li> </ul>
2. To make archaeology more relevant to people so they feel better able to participate.	<ul style="list-style-type: none"> <li>Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.</li> <li>Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.</li> </ul>
3. To target increased participation in archaeology for young people under the age of 25.	<ul style="list-style-type: none"> <li>Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.</li> </ul>

<p>4. To build the CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.</p>	<ul style="list-style-type: none"> <li>• We will grow the CBA in size and capability, securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.</li> </ul>
<p>5. To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement. Archaeology, at its core, is a process of understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.</p>	<ul style="list-style-type: none"> <li>• We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.</li> <li>• We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising activities that support the well-being objectives.</li> <li>• We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.</li> </ul>

## Our core activities 2021 – 2025

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan Strategy for Growth 2021 25 sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

### CBA membership

The CBA has approximately 3,500 members and c.250 organisational members (affiliates). We help support 11 CBA groups who co ordinate and deliver activities and support in their geographic areas.

**CBA members:** CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's British Archaeology magazine, and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added value services of interest to existing members and services that will attract new members from all sections of society.

**CBA groups:** We support 11 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.

**CBA affiliates:** Affiliate members include organisations such as local archaeology societies and other community based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.

### CBA Events

The CBA co-ordinates and supports the annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 34th year in 2024. The Festival comprises a series of events held online and on the ground over a two- week period in July. In 2024 a total of 434 unique events were delivered by

organisers across the UK, and the digital reach of the Festival over the months of June, July and August was over 88 and a half million.

Our annual events programme has continued to develop with the second year of our This Is Archaeology lecture series. The lectures bring together a wide range of speakers sharing the latest in archaeological thinking and research. We are currently offering free access to all lectures and their recordings and have seen attendance figures grow to an average of 200 per event with over 2,000 people attending over the course of the year.

The Archaeological Achievement Awards, co-ordinated by the CBA, were delivered for the fourth year in 2024. The awards aim to celebrate archaeology across the UK and Ireland and the awards ceremony in November now forms a key part of our annual event programme.

The Marsh Community Archaeology Awards are held each year in partnership with the Marsh Charitable Trust and celebrate community projects through the Community Archaeologist and Community Archaeologist of the Year categories. Throughout the year, the CBA continues to showcase its work with stands and presentations at a range of external conferences and events. In 2024-25 this included the Chartered Institute for Archaeologists conference, Chester House Estate Roman Festival, York Festival of Ideas, University Archaeology Day and the Theoretical Archaeology Group conference.

## Casework and advocacy

The CBA is one of six National Amenity Societies whose expertise and role is recognised in statute. Along with the Gardens Trust (who are a statutory consultee in the planning process), we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. The CBA's casework team handles over 10,000 listed building applications across England and Wales each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building applications and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.

Through managing the JCNAS Casework Database, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 7 core JCNAS member organisations.

## Publications and Communications

The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c.7,000 including overseas and subscription circulation.

We also publish specialist books and papers containing important archaeological insights which would otherwise not be published due to their specialised nature and limited print runs. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.

## CBA Youth engagement

The CBA's Young Archaeologists' Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 75, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities. This year we began two exciting new projects; to develop a

new YAC website and a new pathway for our Young Leaders (aged 16-17). Both projects will be co-created with our members, volunteers and our broader network of young people.

Wider youth engagement is, however, central to the CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership. This is currently best demonstrated by our commitment to Youth Voice and Youth Governance, evidenced by our continuing development and support of our Youth Advisory Board and Young Associate Network.

To support our Youth Engagement programme we secured £458,000 over three years from Historic England in Spring 2024 and are actively working to develop future funding opportunities to diversify our outputs.

## **Wales, Scotland and Northern Ireland**

In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we provide the Secretariat for the Wales Heritage Group representing the amenity societies and other heritage voices in Wales. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the Young Archaeologists' Clubs to provide direct opportunities to engage with the CBA's work. Our online Welsh and Scottish Online YAC clubs continues to go from strength to strength, as numbers of members and volunteers grow. Both clubs were created to reach more young people, particularly those who have been unable to participate in in-person activities due to issues such as rurality, travel costs, etc. Additional funding from Cadw has also enabled us to develop a new bilingual resource pack based on Welsh archaeology and heritage, something we hope can be enjoyed by the whole YAC network. During 2024-25 we continued to develop and deliver the Archaeological Achievement Awards. The awards are designed to celebrate the very best of archaeology across the UK and Ireland providing an opportunity for organisations and individuals to gain wider recognition for their work

## ACTIVITIES FOR ACHIEVING OBJECTIVES

The objectives of the CBA during the year ended 31 March 2024 have been delivered through the following activities:

### YOUTH ENGAGEMENT

#### Young Archaeologists' Club

At the end of the reporting period the overall picture was as follows:

- Total Branch Numbers = 79 (61 England, 10 Scotland, 7 Wales, 1 NI). Of these, we estimated that:
  - 70 were active
  - 6 were not active but should reopen
  - 5 applications to open new branches are being processed
- We opened new branches in the following locations:
  - Hurlingham School (After-school)
  - North Pennines (Affiliate)
  - Northamptonshire (Affiliate)

Throughout the year we were able to offer online and in-person training for YAC leaders (some of which was also made available to staff and trustees). This was the equivalent of 320 training hours and included:

- Safeguarding Refresher session with Faal and Styles Safeguarding. Online in April 2024.
- Zooarchaeology, Clare Rainsford. In person, October 2024, York..
- World Archaeology with ArchaeoDiscovery. In person, planned for February 2025, Brighton.
- Disability Inclusion Training with the Enabled Archaeology Foundation, January 2025



## Dig It! Competitions

In March/April 2024, we began to organise dig places for the annual Dig It! competition. Sponsorship was acquired from Past Horizons who kindly supplied archaeological toolkit rolls for all 16 winners. The sites this year were:

- Bamburgh Castle, Northumberland, with the Bamburgh Research Project
- Cookham, Anglo-Saxon Monastery, Berkshire, with the University of Reading
- Erddig Country Estate, nr Wrexham, Wales with Heneb
- Bedrule's Lost Castle, Scottish Borders, with Archaeology Scotland
- Irchester Roman Town, Northamptonshire, with Chester House Estate
- Castlereagh, Northern Ireland, with Queen's University Belfast

In August 2024 we were able to secure funding support from the Marsh Charitable Trust to offer travel/accommodation bursaries for the Dig It! Competition winners as part of our commitment to breaking down barriers to participation. As things stand this works out at c. £80 pp.

## Youth Resources

We continue to create new resources for our YAC groups members and the general public. For example, with the support of our student placements and Youth Advisory Board members we created a bumper [YAC resource pack](#) based on the 2024 Festival of Archaeology theme 'Community'. We also created a number of additional resources based on our training events, such as the new [Zooarchaeology Resource Pack](#). The popularity of our resources and wider online content is best demonstrated by the fact that we continue to see a significant uplift in the number of unique visitors to the YAC website over the report period to c. 114,399, which is a 10% uplift on visitors from last year

## YAC Impact Study

The Pilot YAC Impact Report was published in September 2023. You can read the report [here](#). We successfully secured funding to continue the Impact Study for a further three years in England and we are now collating the results of the 2024 study, which will be available in Summer 2025. Initial results have been incredibly positive:

### Wellbeing

- Overall members have a 17% improvement in wellbeing after a YAC session.
- 60% of parents say they noticed a difference in their child's wellbeing after attending a YAC session, this is slightly higher for members with SEND at 68%.
- 65% said YAC has had a positive impact on their self-esteem and 68% said it has had a positive impact on their child's education.

### Inclusion

- 95% of parents were satisfied (32%) or very satisfied (63%) with the induction process at YAC, helping their child settle in and feel welcome.
- The satisfaction score is slightly higher for members with SEND, satisfied (27%) and very satisfied (68%).

*"He has always felt very welcome. People do not bring up his differences and his very strong interest is celebrated"*

*"YAC has helped support their existing interests and aspirations. They would now consider the study of history to be a viable path."*

## YAC Projects

In autumn 2024 we embarked on two new projects funded by Historic England aimed at supporting our YAC members and volunteers and creating sustainability for the YAC going forward.

### 1. **YAC Website**

The YAC is getting a new co-created website developed by our members and volunteers through a co-creation approach supported by external consultants. We have recruited a host of Young Consultants and YAC volunteers to work with us to develop the look, navigation, content and dissemination. The site is due to launch in autumn 2025.

To support the project, we have also recruited two paid placements who started in March 2025. Recruitment was supported by members of the Youth Advisory Board.

### 2. **Young Leaders Pathway**

We are also in the process of implementing the findings from our consultation to develop a formal Young Leaders Pathway for the YAC, aimed at 16-17 year-olds. You can read the report [here](#). Eight Young Consultants and YAC volunteers will be working with us to develop the pathway ready for launch in early 2026.

## Archaeology 8-25 Column

The youth engagement work of the CBA continues to be represented in British Archaeology magazine as a two-page spread, titled 'Archaeology 8-25'. Written by the Delivery and Engagement Manager, often in partnership with other individuals or organisations the CBA is working with, the column focuses on current issues impacting youth work within the sector, projects currently underway, and highlights the work of the YAC.

## Youth Advisory Board and Young Associate Network



Over the past two years the CBA has been working hard to develop and deliver a 16+ offer. With funding from Historic England we embarked upon setting up a Youth Advisory Board for 18-25 year-olds in Winter 2022 and funding from the Headley Trust enabled us to recruit a Youth Governance Officer to support in the development and launch of this initiative in Spring 2023.

In the past 12 months our Youth Advisors have grown in number to 14, contributing to a whole host of events, activities and advocacy:

- Two members represented the YAB at the Archaeological Achievement Awards (November 2023 and 2024)

- Six members participated in the YAC Impact Study Focus Group (paid opportunity) (December 2023)
- [Five members wrote a reflective editorial on the CBA's Letters to a Young Archaeologist project for British Archaeology magazine \(December 2023\)](#)
- One member was a panel speaker for English Heritage's Gateways to Heritage Event (March 2024)
- One member was a panel speaker for Heritage Alliance's Heritage Days (March 2024)
- Two members participated in the PUNS2 Impact Study Focus Group (paid opportunity) (March 2024)
- One member was a panel speaker for CBA at the Annual ClfA Conference (April 2024)
- [Three members worked on the development and delivery of the Festival of Archaeology Youth Event, which was held at Chester Castle in partnership with English Heritage \(April -July 2024\)](#)
- [Three members created Festival of Archaeology YAC resources on the topic of archaeology and community.](#)
- Two members provided an editorial on the new YAB strategy for British Archaeology magazine (March-July 2024)
- [Four members of the YAB gave the keynote talk at the Festival of Archaeology Early Careers Conference \(July 2024\)](#)
- The YAB, as a collective have created their own logo and branding
- Two YAB members presented at the SMA Conference on the topic of barriers for early career heritage and archaeology professionals (November 2024)
- YAB members have been involved in the recruitment of key staff, contractors and participants on a number of youth-based projects, conducting interviews and sifting applications.
- YAB members also regularly attend CBA Trustees meeting (in-person and online), providing them with the opportunity to learn more about the governance of an organisation like the CBA but also offer their own perspectives and expertise.

In their first year (October 2023-September 2024) they donated 518 hours of their time. Below some reflect on their first year:

***“We get to be involved in a whole array of different activities and projects, more than perhaps I originally thought we might be when I first applied - from writing articles for the British Archaeology magazine to creating our own youth-focused project, the experiences have been really unique and fantastic opportunities.”***

***“We have had really amazing individual opportunities and in this regard, the YAB has massively exceeded my expectations. I have really enjoyed getting stuck in, meeting new people, doing new things and being able to advance my career and make connections through my role.”***

***“At the institutional level, it was evident that youth voices were prioritised—through the inclusion of YAB members in discussion panels, interview boards, and project planning, the CBA effectively put into practice the aims of youth representation. At the Board level, there were ample opportunities to develop transferable skills, such as teamwork, communication, networking, and adaptability, which will remain valuable beyond this role. On a personal level, the YAB provided me with unique opportunities that I would not have had otherwise. I have developed a deeper understanding of youth engagement and educational outreach, particularly in promoting youth-led change and incorporating diverse early-career perspectives.”***

The CBA have also developed initiatives to support the Youth Advisors. These include:

- Creation of a rewards and remuneration structure to ensure that members were remunerated for their time and their achievements recognised and rewarded.

- To support our YAB members we developed and launched the CBA mentoring scheme. Our mentors were all offered training to support our mentees. We are currently reviewing the scheme and onboarding new mentees.

*“It is also beyond my expectation to have the mentoring opportunity and I have been learning a lot every month. We begin to do more in increasing the accessibility of archaeology for young people but there is more we can do.”*

You can meet our Youth Advisors by clicking [here](#).

During the development of the Youth Advisory Board, we wanted to provide a lighter touch means of being involved with our post-16 offer at the CBA. To facilitate this, we created the [Young Associate Network](#) for anyone aged 16-25. As a Young Associate, members receive the monthly CBA Youth Newsletter with articles, jobs and volunteering opportunities from the CBA and beyond. There are also opportunities to participate and contribute to projects being run by the CBA and our partners. This is a rolling sign up and we currently have 150+ members.

## MEMBERSHIP, CBA GROUPS AND AFFILIATES

### CBA Groups

We supported the important work of the 11 CBA Groups in England and Wales. We also continued to develop our relationship with our sister organisation Archaeology Scotland as well as supporting the Northern Ireland Archaeology 2030 strategy.

We continued to hold quarterly meetings with the CBA Groups in England and Wales to facilitate networking and support across the groups and CBA.

Working collaboratively with the CBA Groups we developed a new Memorandum of Understanding between the CBA and CBA Groups in 2022. This process provided an opportunity for the CBA and CBA Groups to discuss key opportunities to promote and support each other's work and highlight areas of potential for future development.

The new CBA website has enabled us to better promote CBA Groups events and activities via updated [Groups and Societies pages](#) and improved [event calendar](#).

### Membership benefits

We published the bi-monthly British Archaeology magazine (circulation 7,000 per edition) and monthly e-newsletters.

Provided help and support throughout the year to our members, including advice on participation in archaeological activities, advocacy and planning, and volunteering. We also provided advice and support to our affiliate members.

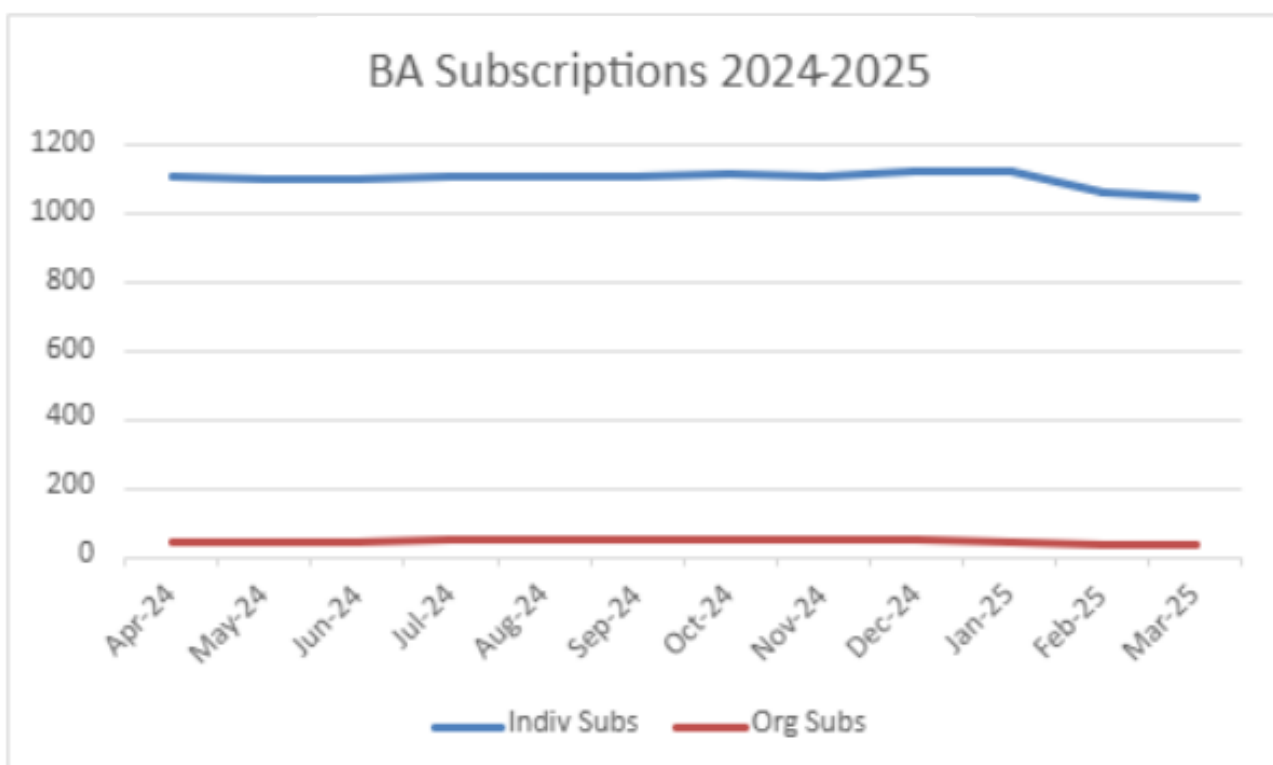
### Membership numbers



We continue to see a challenging picture in our membership numbers as a direct result of a couple of difficult years following the Covid pandemic and the cost-of-living crisis. Overall membership numbers continue to show a slight decrease over the course of 2024/25.

Affiliate memberships have continued to decline slightly in the last year, 250 at the beginning of April 2024 and 236 at the end of March 2025.

Subscription numbers to British Archaeology have also started to show a slight decrease during the last year.



## Reconnecting Archaeology

In March 2024, we were awarded a £249,000 resilience grant by the National Lottery Heritage Fund for an ambitious new 18-month project: Reconnecting Archaeology. The project began in May 2024 and is now well underway.

Reconnecting Archaeology seeks to bridge gaps and strengthen ties within the archaeological sector, with a particular focus on supporting grassroots organisations. Through collaboration, knowledge-sharing and networking, the project is working to create a more cohesive and supportive archaeological community.

At the heart of the project is the reimagining of the CBA's role as a network organisation, and a reshaping of how we connect with archaeology and grassroots archaeologists. We are working to present new forms of socially aware archaeology to wider audiences, helping to inspire fresh perspectives on archaeology and heritage.

The project is actively strengthening our leadership and networking role as a national umbrella organisation championing archaeology. We are deepening our support for grassroots participation and engagement, while also increasing our own organisational resilience and enhancing our understanding of — and ability to reach — new audiences. These areas of work are critical to sustaining grassroots archaeology in the UK and opening it up to broader, more diverse communities.

To achieve this, Reconnecting Archaeology is structured around two interconnected strands: building a resilient future for both the CBA and the wider community archaeology network; and promoting best practice in engaging new audiences with grassroots community archaeology. These two strands are mutually reinforcing, and we are working to integrate them into a single, strategic approach to supporting grassroots archaeology into the future.

**Supporting these strands are four pillars of activity that underpin our work and are helping shape the future of the CBA, our network, and grassroots archaeology:**

- Audience research
- Reimagining membership and growing our network
- Catalysts for change: reimagining archaeology through new approaches
- Organisational resilience (with a particular focus on marketing, communications and branding)

Audience research is a vital foundation of this project. We have commissioned audience engagement specialists to update our understanding of the CBA's current audiences and those of the wider network. This work will inform how we can serve existing audiences more effectively, and how we can reach new ones — including those with an interest in archaeology but limited access to meaningful participation, and those who may not yet see archaeology as something for them.

We believe that the CBA's networking role is more important than ever. But it must evolve to reflect the realities of society today — including changing demographics and the need for the sector to confront major issues such as climate change, representation, and sustainability. Reconnecting Archaeology is our response to that challenge.

On announcing the award of the funding, Helen Featherstone, Director, England, North at The National Lottery Heritage Fund, said:

**“We are delighted to support the Council for British Archaeology with this important resilience project. Thanks to money raised by National Lottery players, work will be undertaken to strengthen the archaeology sector, build relationships, develop new audiences and inspire more people to get**

**involved. This project is a prime example of how we can support heritage organisations in building a long and sustainable future.”**

Gail Boyle, Chair of the Council for British Archaeology’s Board of Trustees, highlighted how the project reinforces the CBA’s long-standing mission to champion grassroots archaeology:

**“Over the 80 years of its existence the CBA has successfully championed archaeology in all its forms. This additional funding will enable CBA to further capitalise on the importance of its sector networking role to ensure the whole archaeological community is better informed, learns from each other and can continue to deliver inclusive and inspiring future opportunities for anyone who wants to participate.”**

## CBA EVENTS

### Festival of Archaeology

In 2024 the Festival of Archaeology returned with a continuation of the hybrid format, offering a blend of on the ground and online events from 13 July to 28 July. The theme was ‘Archaeology and Community’ and over the course of the Festival there were 767 unique opportunities to engage in archaeology across the UK.

This year we continued to develop the [Festival of Archaeology microsite](#) within the main CBA website and expand and update materials and guidance for event organisers. We updated our guidance materials for event organisers including new advice on event insurance from Towergate Insurance. We built on our guidance from 2023 on safeguarding and offered event organisers free access to a safeguarding training course via Styles and Faal Safeguarding. We continued to develop our Festival newsletters and offer drop-in sessions for organisers to get additional support from the Festival Coordinator and their peers.

We once again saw a fantastic range of events and activities across the Festival fortnight including online conferences, guided walks, site visits, workshops, talks and creative activities. The CBA launched the Festival at the Scottish Crannog Centre, Perthshire, Scotland with a day celebrating the museums reopening on a new site at Loch Tay with traditional crafts and Iron Age activities alongside storytelling, puppet shows and ceilidh dancing. Joining us on site were our headline sponsors, Headland Archaeology as well as a range of other organisations including Archaeology Scotland and the Scottish Geographical Society. As part of the day's events, we launched the Archaeological Achievement Awards, with judge and CBA Trustee, Fiona Gale officially opening nominations. During the day we were joined by Career In Ruins who have released a podcast on the event – [Tales from the Scottish Crannog Centre](#). The Scottish Crannog Centre made access to the site free for the event with over 450 visitors attending, a new record for the site and double their average summer weekend numbers.

Our Traditional Skills Day was also held at the Scottish Crannog Centre with pre-booked attendees enjoying three workshops on drystone walling, hurdle/course fence weaving and pottery making. Each activity was led by trained specialists and experts, who also engaged with the participants between activities and in the breaks about the crafts and further opportunities for involvement. Participants were offered a travel bursary of £35 to help them attend the event.

Partnering with English Heritage our youth event for 8-16 year olds was held at Chester Castle and curated by members of the CBA’s Youth Advisory Board and English Heritage’s Young Producers. The event focused on a range of hands-on activities, captivating demonstrations and a tour of the castle grounds designed to highlight the site’s rich history and the conservation work happening there today. This year’s

festival theme, 'archaeology and community', was brought to life through a series of exciting medieval-themed activities including medieval dying, bread-making, and stone masonry. Attendees were offered a £20 travel bursary to help them attend the event.

The Festival's closing event was delivered in collaboration with the National Trust at Hardwick Hall. Through another 'family fun-day' format, we sought to engage as many visitors as possible with both the CBA and broader archaeology and heritage opportunities within the county and beyond. CBA stalls and activities were joined by 11 other heritage and archaeology organisations and groups, including the local Portable Antiquities Scheme, the North-East Derbyshire Industrial Archaeology Society, Chesterfield and District Local History Society, Derbyshire Scouts and the Peak District Young Archaeologists Club, each bringing their own activities and displays highlighting the breadth of activity in the region. Alongside the 'heritage marketplace', there were a range of hands-on and interactive activities for visitors of all ages to engage with, including test-pitting with the National Trust Archaeology Team, traditional masonry and carpentry demonstrations from the National Trusts' experts, site tours, traditional loom weaving, medieval music, needlework sampling, first-person interpretation of the life of Bess of Hardwick (by her Personal Secretary, Timothy Pusey), 'secretary-hand' writing with quill and ink and child-friendly Tudor jousting practice with quintains. The event was attended by over 2,500 people.

Our Archaeology and Community Theme Day included the release of how-to guidance to help community groups create a free digital trail on Nautoguide's Geovey platform, the announcement of the winners of the Marsh Community Archaeology Awards, a 'Drink and Draw' event with Gosh Comics, one-to-one sessions for research students interested in publishing their work with Bloomsbury Publishing, and the launch of a new Young Archaeologists' Club activity pack. Other digital activity across the fortnight included two This Is Archaeology lectures, our blog based A Day In Archaeology, the Early Career Conference hosted by CBA and the ClfA Early Careers Special Interest Group, and the X (formerly Twitter) based #AskAnArchaeologist Day.

**Over the course of the 16 days of the Festival, 435 unique events were delivered by 233 event organisers, providing 767 opportunities to engage with archaeology.**

In 2024 we also produced a five-year impact report for the Festival of Archaeology. Over the five-year period from 2020-2024 we saw over 2,000 events delivered by more than 1,000 event organisers resulting in over 1 million engagements and a reach of 358,984,239. Participants have consistently high levels of engagement and learning across the period and the Festival has seen growth in the number of female participants, young people, and participants from a range of ethnic backgrounds. We have also consistently seen levels of participation from those identifying as having a disability that is above the national profile.

## Marsh Community Archaeology Awards

The Marsh Community Archaeology Awards were once again delivered by the CBA with nominations launching in February 2024. The awards showcase excellence in archaeology, celebrating the passion and dedication of individuals and the outstanding contribution of archaeology projects which create social, cultural and environmental benefit.

The 2024 awards saw five shortlisted nominees in both the Community Archaeologist of the Year category and the Community Archaeology Project of the Year Category. The winners were announced online via the CBA website and social media channels on the Festival of Archaeology Theme Day with further promotion in the following months via *British Archaeology* magazine.

The 2024 winners were:

- Community Archaeologist of the Year – Dr Catherine Parker Heath
- Community Archaeology Project of the Year – Dig the Castle Project

Details of the 2024 winners can be found on the [CBA website](#).

## Archaeological Achievement Awards

The Archaeological Achievement Awards showcase the very best of archaeology in the UK and Republic of Ireland. Previously known as the British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. Relunched in 2021, as the Archaeological Achievement Awards (AAA), the Awards have a new set of categories and cover the whole of the United Kingdom and Ireland.

The 2024 awards were launched in July at the Festival of Archaeology launch event and we once again saw a large number of high-quality submissions. Our judging panel, made up of representatives from across the sector, had the difficult task of creating a shortlist of nominations and ultimately agreeing winners and highly commended nominees for each of the award categories – Engagement and Participation; Public Presentation or Dissemination; Learning, Training and Skills; Archaeology and Sustainability; and Early Career Archaeologist.

The awards ceremony took place at the Temple of Peace in Cardiff on 28 November 2024, hosted by poet and spoken word artist Rufus Mufasa and with a keynote speech from Jane Henderson, Professor of Conservation at Cardiff University. The Outstanding Achievement Award, sponsored by Cadw, was won by the Bryn Celli Ddu Public Archaeology Project.

Details of all the winners and highly commended candidates, the Awards booklet and a recording of the event can be found on the CBA website's [Archaeological Achievement Awards pages](#)

## This Is Archaeology lectures

The This Is Archaeology lecture series continued with a third year of lectures showcasing the latest research and a range of different approaches in archaeology. The lectures take place monthly via Zoom with plenty of time for the audience to ask questions included in the format. Speakers this year included:

- Mark Knight on Dispatches from beneath the peat fen – The Must Farm pile-dwelling settlement
- Nina O'Hare from the Roots In Time project, winner of the 2023 Outstanding Achievement Award at the Archaeological Achievement Awards
- Dr Rachel Crellin on *Archaeology for Today and Tomorrow*, her recent publication co-authored with Craig Cipolla and Oliver Harris
- An update on the CBA's Reconnecting Archaeology project from Katrina Gargett and Tejaswi Mehta
- Toby Jones on the Newport Ship

This Is Archaeology lectures are free to attend and have an audience of between 250-350 attendees per event. Lectures are recorded and made available to CBA members via the website with a selected number of lectures free to access via the [CBA You Tube channel](#).

[Details of the lecture series including previous and forthcoming lectures can be found here](#)

## Out and About Archaeology

In May 2024 the CBA launched a new event called [Out and About Archaeology](#), a pilot activity as part of the Reconnecting Archaeology project. The event took place from 18-26 May and focused on encouraging people to explore the stories of the places around them. Across the week the CBA delivered a number of guided walks in York and Leicester, and launched a new on-demand self-guided walk via the Geovey

platform which saw archaeologist and author Jim Leary and CBA Executive Director Neil Redfern talk a walk Cropton and Sinnington in North Yorkshire.

Across the course of the week CBA staff participated in a sponsored walk, collectively walking a distance of 202 miles, the equivalent distance from Burlington House in London, where the CBA held its first meeting, to our current home in York. This raised over £600 to support the organisations work.

Throughout the month of May, we also promoted guided walks and activities designed to help people explore places in-person and online including the range of ways people can access the archaeology at Forestry England sites.

## Conferences and external events

Throughout the year we have attended a range of conferences and events to promote the CBA's work and activities. These include the Chartered Institute for Archaeologists (CIfA), the Theoretical Archaeology Group (TAG), Chester House Roman Festival, Nevill Holt Heritage Festival, and University Archaeology Day. Our map-based activity called 'Places of Memory and Meaning' continued to be brought to each event with a tailored question designed to encourage attendees to share places and archaeological sites that have meaning to them and why. This was accompanied by a range of quick answer questions asking people for their thoughts on the CBA and archaeology as part of our 80/80 activity. Both of these activities were designed to help us capture participants thoughts and connections with the CBA and archaeology as part of our Reconnecting Archaeology project.

In 2024 the CBA took place in York Festival of Ideas and York Unlocked for the first time. For both events CBA Executive Director, Neil Redfern, offered guided tours of York with an archaeological ramble highlighting some of the city's unique archaeology and heritage. The CBA also opened its office doors for open days offering the public the change to find out more about our work.

## CASEWORK AND ADVOCACY

### Responding to listed building casework as part of the role of a national amenity society

We help to protect historic buildings and sites in England and Wales through our casework. We have considered 8,349 Listed Building Consent and planning applications against our criteria for comment, assessed 3,851 in detail and responded with detailed advice to 342 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

The CBA highlights how an archaeological approach to buildings enables an understanding of how the site has evolved and changed. We promote the continuity of informed change as being consistent with age-old approaches. Done well, adaptive reuse, which is based on an understanding of archaeological interest, can sustain and better reveal the significance of historic buildings.

A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response.

The CBA promote the **adaptive reuse of standing structures which contribute to a sense of place instead of demolition and rebuild alternatives**. We especially focus on this issue for redundant industrial sites where the contribution of large physically dominant complexes and once large local employers make important contributions to local identity and sense of place.

- **Cliff Brewery / Tolly Cobbold Brewery site, Ipswich.** The CBA welcomed proposals to adapt the redundant brewery site, which operated here for over 270 years, into social housing. We provided advise on how harm to heritage assets could be minimised and the potential for the site's heritage and archaeological interest to deliver greater public benefits through the redevelopment of this site. <https://casework.jcnas.org.uk/appl/202053>
- **18 Chapel Street, Penzance.** The CBA objected to the demolition of this Grade II listed eighteenth century building, which is a central feature in the historic town and very popular locally. We advised that despite being neglected it has potential for restoration and reuse. We are pleased that following our objections, the application for demolition was rejected. <https://casework.jcnas.org.uk/appl/201873>
- **Northgate Brewery, Devizes.** We offered advice on a heritage-led scheme of adaptation for the historic brewery complex, which included the retention of some historic brewing equipment and a small pub retained within the site. The CBA suggested some amendments to the proposed new designs to ensure that the historic layout of the brewery complex was conserved. <https://casework.jcnas.org.uk/appl/201746>
- **62-70 Victoria Street, Paignton.** The CBA objected to the demolition of a large italianate hotel, dating from Paignton's economic boom as a fashionable Victorian seaside resort. The hotel makes a strong historical and aesthetic contribution to the Conservation Area and is structurally sound; we hope to see the building retained and reused. <https://casework.jcnas.org.uk/appl/203647>

The CBA promotes the **sympathetic alteration of buildings, in keeping with their significance, whilst adding a legible contemporary layer of evolution to the site**. Advice around such applications often involves ways to minimise harm to the legibility of its past and recommendations or guidance about conservation-led methodologies for building works.

- **Orrest Head House, Bowness-on-Windermere.** A prominent 18th century phase of development, primarily in the polite façade of the principal elevation creates the impression of a distinguished 18<sup>th</sup> century villa, common to the Lake District. However, the irregular plan form, varied wall thicknesses and conjoined building that was subject of this application demonstrated that this building is older and more interesting than that. Having objected to the initial scheme of alteration, which lacked an understanding of the site's historical development and interest, the CBA were pleased to support a revised, more sensitive scheme that was guided by an improved understanding of the building's age, development and range of uses dating from the 17<sup>th</sup> century and including industrial functions. A conservation led materials palette and the reversal of harmful and unauthorised works also contributed to the approval of a positive scheme of works at this site. <https://casework.jcnas.org.uk/appl/196368>
- **Old Post Office, New Bond Street, Bath.** The CBA have been involved in pre-application discussions to help the Fashion Museum develop a suitable scheme of adaptations for a new location in a former Post Office. The purpose-built 1920s Post Office has a high-quality street frontage, but had some unsympathetic alterations in the late twentieth century. There is the potential for a very beneficial scheme of works to the building, including reinstating the historic courtyard and stable block, and creating an innovative and green climate control system to protect the collection. The CBA offered advice on the proposed changes to the building's plan form and external appearance, suggesting ways to help keep the building's historic form and use legible. <https://casework.jcnas.org.uk/appl/202368>

- The CBA advised that a former agricultural building at **88 Station Road, Tempsford, Bedfordshire** was of high significance, and that a detailed heritage assessment would be needed to inform its adaptive reuse. Although only curtilage listed, the barn structure may have dated back to the sixteenth century, and featured some intriguing decorative timber elements which appear to have been reused elsewhere, as well as surviving functional historic elements such as a hayrack. We hope to be reconsulted in future on another scheme for reuse which takes a conservation-led approach to the building's historic fabric and retains the more interesting features in situ. <https://casework.jcnas.org.uk/appl/195002>

We have **worked with LPA case officers and applicants' agents to secure improved designs** for extensions and alterations, particularly those which are over-scaled and would dominate the historic building and harm the legibility of its historic character and development.

- **J W Stamp & Son, Barton Upon Humber** is a non-designated heritage asset (NDHA) that retains an unaltered rear wall with lancet windows, identifying its origins as a barn, and a front elevation evidencing its 19<sup>th</sup> / 20<sup>th</sup> century use as an engineering workshop. As such the site contributes to the character of the conservation area. The CBA have worked with North Lincolnshire's conservation officers since 2019 to resist its demolition and instead secure a sympathetic adaptive reuse. We are currently seeking revisions to proposals that would overdevelop the building into a terrace of 7 houses. We have advised on alternative strategies to retain the building's external apertures through less intensive conversion. <https://casework.jcnas.org.uk/appl/202554>
- **18-19 Colliergate, York.** Our casework team are pleased to see a positive planning outcome for the site secured after engagement with York City Council and the applicant team helped identify the building's special interest in surviving early building fabric in the attic space. Initial proposals focused on the prevalent 18<sup>th</sup> century phase of the building's development at first floor as central to its Grade II\* status. However, the CBA identified the remnants of three 16<sup>th</sup> century houses within the third floor as holding high evidential value and requiring sensitive consideration within works to adapt the upper floors back to a residential use. <https://casework.jcnas.org.uk/appl/192793>



- **Burleigh (Burley) Cottage, Robin Hoods Bay** is an early C19th dwelling at the foot of a steep hill, adjacent to a water course. Along with a lack of recent maintenance and repair this has resulted in severe damp issues at lower ground floor. Initial proposals sought an experimental contemporary approach to damp proofing, internal wall insulation and intra-floor heating with concerning potential impacts on historic building fabric. The CBA collaborated with the North York Moors' conservation

officer and SPAB technical advice specialists to advise on revisions to the proposals that would tackle damp issues and secure the building's future use. <https://casework.jcnas.org.uk/appl/194401>

- **Robin House, Bedminster, Bristol.** The CBA have objected to several iterations of a scheme for the domestic conversion of an eighteenth century mansion, with the addition of a large new development adjacent. The proposals have threatened to largely reconstruct the interior of the listed building, as well as creating a large and overbearing modern tower adjacent. We hope to see a scheme which conserves the significance of the Georgian building and creates a more sensitive new addition. <https://casework.jcnas.org.uk/case/130206>

Well intentioned schemes for adaptive reuse can often lack the understanding of **how the plan form and character of a site contribute to its significance as illustrating a particular building typology**. As a result, schemes for adaptive reuse can miss opportunities to retain and reveal the legibility of the significance associated with a building's past use. This equates to unjustified harm to a building's evidential value (or archaeological interest).

- Proposals to demolish and convert a range of agricultural buildings, dating from the 17<sup>th</sup> century at **Coughton Fields Farm, Stratford** initially lacked sufficient understanding about their group value and inter-related forms and functions. The CBA provided advice on areas requiring revision to minimise harm to their special interest as listed and curtilage listed buildings. <https://casework.jcnas.org.uk/appl/194278>
- **Former Bethesda Baptist Chapel, John Street, Abercwmboi.** This well-preserved 1860s chapel needs a new use. We see many domestic conversions for chapels, and always recommend that the historic use is left legible where possible. In this case, while attempting to conserve the decorative panelled ceiling, the proposals for new domestic spaces and subdivisions were unfortunately clustered in the main ground-floor congregation space. This have largely obscured the chapel's historic function and volume and would have required the removal of all historic internal fittings, like pews. The CBA offered advice on where to locate the proposed new domestic spaces to minimise the harm to the Grade II listed chapel. <https://casework.jcnas.org.uk/appl/202998>
- **The Purefoy Arms, Preston Candover.** The CBA objected to proposals for this Grade II listed Victorian pub because the proposed removal of the historic walls would have affected the historic lobby-entrance traditional plan form and the character of the pub. We also advised that more information was needed to support the proposed conversion of the curtilage listed stable wing. <https://casework.jcnas.org.uk/appl/193845>

The CBA looks for **urban redevelopment schemes to retain the historic grain and character of places**. This is best achieved by adapting standing structures to a new use and respecting the scale, massing and materials that characterise an area in new buildings.

- **Medlock Mill, Manchester.** This derelict site in the centre of Manchester has been found to retain the only known physical evidence of steam assisted water powered mill workings - a brief technological stepping stone in the development of 19<sup>th</sup> century industrial mill processes. A catastrophic fire in 1801 was believed to have destroyed the 1794 building. However, a recent soft strip of internal finishes has brought new evidence to light. Given the rarity and significance of the archaeological discovery the CBA believe the live planning application to largely demolish the industrial buildings on site requires revision. We have supported Historic England's recommendation to the Secretary of State to list the site at Grade II, as designation would provide a management tool for safeguarding significant elements as part of an adaptive reuse scheme. Following a surprise decision not to list elements of Medlock Mill the CBA have submitted a review request to the Secretary of State. We await the outcome. <https://casework.jcnas.org.uk/case/131829>

- **5-9 Tavistock Street, Leamington Spa** is the sole surviving mews structure on the street, which was laid out as an auxiliary street to the architecturally grand Parade, in the 19<sup>th</sup> century. This makes the site an important survivor of the Georgian development of Lemington Spa and enables ongoing legibility of the Georgian hierarchy within the urban grain and as such an important element of the Conservation Area's character. Historical adaptations for use as an electrical company and nightclub have left the site a 'blank canvas' and loved community space. The CBA objected to proposals for demolition of the site, advising that adaptation for a new use (housing) was achievable and desirable for both heritage and environmental reasons. We are pleased the application for demolition was refused and hope to see an alternative strategy of adaptive reuse for the site brought forward. <https://casework.jcnas.org.uk/appl/194675>
- **Whitbread Brewery, London** is a large, highly designated complex dating from the early eighteenth century onwards. The CBA objected to two iterations of an application for its alteration and extension. While upwards extensions are a long-standing way to gently densify urban areas and create housing space, it is crucial that upward extensions on historic buildings should be sympathetic to the character of the buildings and the area. The proposed new upper levels to the Brewery site had an awkward, angular modern design which would have been very prominent in the street scene and totally changed the character of the Georgian terrace.

<https://casework.jcnas.org.uk/case/54264>

- **Howells of Cardiff.** The CBA objected to plans for this grand department store, which proposed a new thirteen-storey modern tower block within the centre of the Grade II\* listed elegant complex. While the centre of Cardiff follows the grain of the medieval city, much of the city centre now dates from the Victorian period or early twentieth centuries, because of the wealth of its port. The resulting city character features neo-classical or Art Deco buildings of a moderate height and scale. We objected to the totally out of character scale of the proposed new building, which would be visible against many local landmarks, and the demolition of parts of the historic store.

<https://casework.jcnas.org.uk/appl/202350>

The CBA often review and comment on applications that propose a level of intervention into built fabric that can be viewed as partial demolition, often presented as repairs. **We believe that partial demolition should be minimised and justified by taking a conservation led approach to repairs.** We regularly advise that the level of demolition / consolidation of structures should be specified by CARE accredited structural engineers to assess how much of a building can be retained and strengthened. CARE (Conservation Accreditation Register for Engineers) have produced guidance for their members on the correct procedures to follow. Examples of this type of casework are:

- **The Wild (The Cottage), North Walsham** is a humble cottage, dating from c.1700, with an unusually high survival of historic fixtures and fittings. Having objected to initial proposals for the extent of harmful impacts, additional information and a structural survey by CARE accredited engineers have resulted in revisions to the scheme. We are really pleased that a sensitive and proportionate scheme of works will now be underway to secure this cottage's future. <https://casework.jcnas.org.uk/appl/193104>
- **Hough Hall, Manchester** is an early 17<sup>th</sup> century timber framed hall house that predates the city's huge 18<sup>th</sup>/19<sup>th</sup> century expansion. We objected to its dismantling as lacking an appropriate up to date structural assessment and advised that an iterative structural assessment by a CARE accredited engineer should seek to minimise the loss of the building. <https://casework.jcnas.org.uk/appl/195831>
- **Vane Cottage, Houghton Regis, Bedfordshire.** The CBA objected to the demolition of this sixteenth century timber framed cottage; the application was based on a lack of understanding of historic buildings and the CBA advised that conservation-led repair to the Grade II listed building was the best solution. Following our advice, the application was withdrawn and the local planning

authority are undertaking enforcement action to ensure that no harm is caused to the building through all-advised work. <https://casework.jcnas.org.uk/appl/200743>

**Campaigning for the historic environment through supporting local groups**

We are regularly contacted by local organisations looking for our support on local campaigns to conserve aspects of their local historic environment. This year these have included:

- **Cross Gaits Inn, Blacko.** The CBA have renewed our objection to proposals to redevelop this valued community pub into housing. The building has operated as a public house since 1736, this is both central to its significance as a listed building and its role within the local community. Proposals would harm the internal fabric and plan form as well as rendering this important building secondary to the large dwelling proposed for development in its carpark. Our principal issue is the principle of conversion of an Asset of Community Value. [The Cross Gaits Community Pub Group](https://casework.jcnas.org.uk/appl/199308) are trying to buy the pub and run it. The CBA are supporting them in objecting to the change of use and development of the site. <https://casework.jcnas.org.uk/appl/199308>
- **Hallamshire Historic Buildings Society.** The CBA have a good relationship with this group. We have been happy to add our voice to their concerns regarding a number of planning applications in the Sheffield area. In general our advice focuses on how proposals can be altered to minimise harm to heritage interest at sites. This year we have provided advice on applications with impacts on the Kellam Island Conservation Area – <https://casework.jcnas.org.uk/appl/199852> Former Clifford School, Psalter Lane - <https://casework.jcnas.org.uk/appl/201251> and Rails House Farm in the Southern Pennine Fringe area - <https://casework.jcnas.org.uk/appl/200522>
- The **Salisbury Cathedral Close Preservation Society** contacted us with concerns over new proposals for an archive building by **Leaden Hall**, within the historic Cathedral Close. While we understood the need for a new archive, but were concerned that the new building would be too visually prominent in the new location, and was a clear departure from the carefully considered Masterplan for the Cathedral. We advised the applicant that a new approach was needed which incorporated communication and collaboration with a wide range of stakeholders, including the Preservation Society. <https://casework.jcnas.org.uk/appl/197123>
- The CBA continue to work closely with the the **London and Middlesex Archaeological Society** (LAMAS), who use the JCNAS database to keep up to date with planning applications in Greater London, and regularly alert the CBA caseworkers to controversial schemes which may require the CBA's advice.



The CBA offer advice on developments which are likely to have an effect on **highly significant archaeological sites, including on their setting.**

- We provided advice regarding a 78.5 ha solar farm at **Land North East Of Weald Farm, Eynesbury**, where there is potential for considerable impact on landscape character as well as buried archaeology. The site has high archaeological potential, including a Scheduled deserted medieval village. At the time, landscape plans were not supported by sufficient archaeological evaluation to establish a proportionate mitigation strategy and archaeological protection zones. <https://casework.jcnas.org.uk/appl/198937>
- At the **White Hart Hotel, Bailgate, Lincoln** proposals to excavate a swimming pool inside the building were expected to reach depths approximate to the Romano-British transition period within Lincoln's upper city. The area is Scheduled to reflect its high level of archaeological interest. The application was supported by the city's Local Plan objectives for boutique hotels to improve its tourism offer. The CBA advised that impacts on buried archaeology required greater mitigation in terms of a robust strategy including clear objectives around establishing an improved deposit model in Lincoln's upper city for the depth of the Roman/post Roman deposits. We advised this application had potential to enhance our knowledge of this key period and specifically add to our understanding of the depth of this critical horizon in the history of Lincoln. <https://casework.jcnas.org.uk/case/130227>
- **Gym and Trim health club, Ipswich**. A local resident contacted us with concerns about the impact of a new extension and car park for the health club, which would have covered a Scheduled Ancient Monument which included Saxon, medieval and Victorian archaeological remains. The application had failed to show an understanding of the significance of the Scheduled Ancient Monument or an understanding of the impacts of their proposals. We recommended that the more harmful elements of the scheme should be removed from the proposals and that more information should be provided about potentially intrusive works such as service runs. We also suggested that improved public access and interpretation of the site could provide public benefits as part of the scheme. <https://casework.jcnas.org.uk/appl/199121>
- **Lake House, Chilworth**. The CBA objected to proposals for a four-metre high padel court within the boundaries of the Chilworth Gunpowder Mills Scheduled Ancient Monument. The applicants had not understood the significance of the below-ground archaeology, and the CBA advised that a padel court for private use did not provide enough public benefits to justify the harm caused by construction on the archaeological site. <https://casework.jcnas.org.uk/appl/202755>
- **Slip End Farm, Baldock**. Proposals for the construction of seven new dwellings, replacing agricultural barns and open land space, would have had a clear negative effect on the rural setting of a multi-phased Bronze Age, Iron Age and Romano-British Scheduled Ancient Monument. The proposed dwellings would have represented a suburban encroachment on the monument's setting, affecting public access and appreciation of the site. The CBA objected to the plans, recommending a less intensive scheme. The proposals have now been withdrawn. <https://casework.jcnas.org.uk/appl/194035>
- Lower Street, Eastry. The CBA were contacted by a local resident concerned about the impacts of a proposed new development on an Anglo-Saxon cemetery in the area. Eastry was a centre of power in the Anglo-Saxon period and the extent of the cemetery was known to cover part of the area proposed for new development, although the archaeological evaluation undertaken for the development had not identified this. The CBA strongly advised that a better archaeological evaluation, including on-site evaluation as well as a desk-based assessment, would be required before the impacts of the scheme could be properly assessed. <https://casework.jcnas.org.uk/appl/204073>

The CBA advocates for **archaeology which provides clear public benefit through the incorporation of public engagement and participation strategies into the archaeological mitigation of development sites.**

- **The Liberty, Wells.** A new nursery school building was proposed in a highly sensitive archaeological area in central Wells. The CBA team recommended that archaeological mitigation works offered an excellent opportunity for public engagement. <https://casework.jcnas.org.uk/appl/194270>

## Running the casework database for the JCNAS

The CBA continue to operate a casework database for shared use by the Joint Committee of National Amenity Societies (JCNAS). The database is tailored to NAS caseworker needs but is also a publicly accessible platform that can be used by individuals and interest groups for monitoring planned changes to the historic environment.

The JCNAS casework database enables us to record and share information about specific cases and maintain an overview of the notifications we receive. We have seen a considerable uplift in the number of applications that planning authorities notify the JCNAS of since 2019. In this financial year we have received approximately 11,000 notifications and consultations to the JCNAS.

## Offering volunteering and work experience in the heritage sector

The CBA is proud to offer early career experience within the heritage sector. We have hosted internships and fixed term work placements with our casework team to provide recent graduates and training apprentices with relevant work-based experience that supports the development of their careers in the sector.

- We have hosted three students from the Cultural Heritage Management Masters programme at the University of York.
- We manage the JCNAS casework database with the valued support of a team of volunteers. The rise in planning notifications has required an increase in the size of our volunteer team. In 2024 we have been operating with 40 volunteers.

## Responding to national archaeological issues in an advocacy capacity

We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform.

We have responded to policy consultations this year from multiple government departments, Historic England and other national and regional bodies. These include:

- National Curriculum and Assessment Review: call for Evidence - Department for Education (DfE).
- Changes to various permitted development rights: consultation – Department for Levelling Up Housing and Communities. (DLUHC)
- Planning Reform Working Paper – Brownfield Passports – Ministry for Housing Communities and Local Government (MHCLG)
- Proposed reforms to the National Planning Policy Framework and other changes to the planning system – Ministry for Housing Communities and Local Government (MHCLG)
- Co-benefits of heritage sites for natural capital survey – Marine Natural Capital Ecosystem Assessment (mNCEA) programme.
- The Vyrnwy Frankton connection consultation – Green Gen Cymru

- Environmental sustainability and housing growth Inquiry: Call for Evidence - The Environmental Audit Committee
- Reburial of Archaeological Sites: Guidance revision – Historic England.
- Planning Reform Working Paper – Modernising Planning Committees: Call for Evidence – Ministry for Housing Communities and Local Government (MHCLG)
- Protecting Built Heritage: Inquiry – Department for Culture Media and Sport (DCMS)
- National Park Management Plan (draft) 2025-2030 – Yorkshire Dales National Park

The CBA continues to play an active role in multiple advocacy groups to support our purpose, vision and mission in championing archaeology and public participation in archaeology.

- The CBA collaborates and actively co-ordinates our national advocacy work with the Chartered Institute for Archaeologists (CIfA), via a joint Memorandum of Understanding. This focuses on all aspects of advocacy and promotion of archaeology bringing together CIfA's technical and professional remit and the CBA's wider public reach in support of archaeology.
- The CBA is an active member of The Heritage Alliance, within which we sit on the Spatial Planning Advocacy Group (SPAG) and Rural Heritage Advocacy Group (RHAG).
- The Historic Environment Forum (HEF). Our Executive Director sits on the HEF Steering Group and main Forum and we are members of the Historic Environment Planning Reform Group (HEPRG).
- Our Executive Director sits on the Heritage Counts Delivery Board as a representative of HEF.
- In collaboration with Historic England, the CBA co-chairs the sector wide Health and Wellbeing Working Group – a new cross-sector group looking at better articulating, evaluating and celebrating the benefits heritage can contribute in terms of people's health and well-being.
- The CBA is a member of the Countryside and Wildlife Link, through which we feed historic environment considerations into natural environment-led responses to government consultations. This year these have included the Government's new agri-environment schemes.
- The CBA provides the secretariat for The Archaeology Forum (TAF) and supports its role in providing a secretariat for the All Party Parliamentary Archaeology Group (APPAG).
- The CBA provides the secretariat for University Archaeology UK (UAUK), supporting university archaeology departments.

## CBA Casework and Advocacy in Wales

We continued to meet our casework targets for Wales. Between 1<sup>st</sup> April 2024 and 31<sup>st</sup> March 2025, 656 applications were assigned to the CBA. Out of these, 355 were assessed in detail and 37 responses provided with letters of support, objection, or advice.

- We have been an active member of the Minister's Historic Environment Group and the Local Heritage sub-group.
- **Culture Strategy** : the CBA submitted a response to the Welsh Culture Strategy consultation, supporting the creation of an inclusive national strategy but highlighting the need for
- CBA continues to host the Secretariat of the Wales Heritage Group (WHG). The CBA coordinated a response to the Welsh Government's Culture Strategy on behalf of the group and contributed to a Group response to the DCMS Select Committee consultation on the Protection of Built Heritage. The Group held their first in-person meeting in Gresford in June, including a visit to the local church. Group membership has been increasing and a representative from Cadw now attends the meetings to provide an update and answer member questions. We have produced and circulated four issues of Wales Heritage Exchange

## Sector Leading Research across the UK - PUNS2

In conjunction with MOLA (Museum of London Archaeology) we have been conducting a major research project looking what producers and consumers want from archaeological projects and activities. The Public User Needs Survey 2 (PUNS2) project follows on from the original CBA-led 'Publication User Needs Survey' (PUNS), published almost 25 years ago (Jones et al. 2001). The original survey examined the use and expectations of archaeological fieldwork publications by the archaeological community in UK, resulting in recommendations for optimising their dissemination.

Given the breadth of time between PUNS and PUNS2, the CBA were keen to explore how the sector has changed since the expansion of the digital age and the establishment of the ADS and Online Access to the Index of Archaeological Investigations (OASIS), in the late 1990s and early 2000s. Both initiatives sought to make archaeological materials and knowledge – primarily generated through the planning-led system - more accessible to different audiences. PUNS highlighted dissatisfaction at the lack of accessibility of archaeological reports within the archaeological community, but it did not focus on accessibility to the *wider* public, which remains a relatively under-researched area (and indeed, remains an area that the sector is failing to address - see Watson 2025).

The PUNS2 project has endeavoured to bridge the gap between the two surveys by addressing how the digital landscape has impacted archaeological engagement. Through this, the project has also explored methodologies around understanding archaeological audiences, their needs and engagement preferences, and how to meaningfully impart archaeological information with these in mind (Merriman 2004, Shanks & Webmoor 2013, Pitts 2015, Bonacchi 2017, Perry & Copps 2022, Perry 2023, Gargett 2023, Perry et al 2024).

Overall, the PUNS2 project aims to:

- contribute towards an evidence-based framework for improving how archaeological information is shared with its audiences
- broaden and underpin the public value of archaeology through enriching current understanding of audiences' uses and appreciation of archaeological outputs
- build on the original PUNS survey, continuing to assess the role of archaeological publications (interpreted broadly as described below), the mechanisms used to disseminate them, and their value in enhancing understanding of archaeological research across the United Kingdom
- foreground the needs and opinions of end-user audiences, recognising that it is only via active forms of listening to – and direct dialogue with – these audiences that it will be possible to provide recommendations and guidance that might genuinely achieve meaningful impacts and positive outcomes.

Consultation activities reached a total of 3119 people (well over the target of 2000). The online survey reached across the UK, with small numbers (c. 35 responses) from the USA, Canada, Australia, India and Europe.

Final reporting of the project will take place in mid-2025 and will represent a significant step forward in our efforts to understand, innovate and improve our ability to demonstrate archaeology's value to wider society.

## PUBLICATIONS AND COMMUNICATIONS

### British Archaeology

The Council for British Archaeology publishes British Archaeology, one of the UK's leading archaeology magazines, bringing in-depth features, research, and commentary to a wide and engaged readership. Published six times a year, it remains a key benefit of CBA membership and plays a central role in delivering our mission to champion archaeology and its relevance and value to society today.

This year marked a period of transition for British Archaeology. We said farewell to Dr Cat Jarman as editor in 2024 and began a new phase of editorial development. A special CBA-focused edition was guest edited by Gail Boyle, Chair of Trustees, followed by subsequent guest-edited issues led by Raksha Dave, CBA Honorary President. These editions offered space for reflection, renewal, and a stronger connection between the magazine and the wider work of the CBA.

As we move forward, we are taking this opportunity to engage with our readers and stakeholders to better understand what they want and need from British Archaeology, through audience research and surveys. This listening process will inform our future editorial direction as we begin the search for a new editor who can guide the magazine through its next chapter.

The magazine continues to feature special briefing sections, including Archaeology 8–25, highlighting youth engagement, and Archaeology Active, showcasing community archaeology and member-led activities. Each edition includes dedicated advertising space promoting our programmes, membership, and the annual Festival of Archaeology.

British Archaeology is available via subscription and is also accessible online through Exact Editions, including its extensive back catalogue. We have enhanced promotion of the magazine through a dedicated page on the CBA website, where selected articles are available for free. We also continue to promote the magazine through Exact Editions notifications, and by providing updates on social media and newsletters notifying our readers of release.

### Specialist Publications

We also publish specialised books and papers containing important archaeological insights which would otherwise not be published due to their specialist nature and limited print runs.

A range of publications from our back catalogue are available from the [CBA Shop](#) on our website.

### CBA Websites

The CBA continues to provide free access to a wide range of resources and information through its main website, which acts as a gateway to our programmes, events, and publications. It is also the central hub for the Festival of Archaeology, offering event listings, toolkits, and materials to support external organisers. Members benefit from exclusive content in the members-only section, while young people, schools, and volunteers can access tailored resources through the Young Archaeologists' Club (YAC) website. Those interested in volunteering or a career in Archaeology can find out about opportunities and pathways on our volunteer and career pages.

Many of our publications are accessible freely online, including over 100 research reports hosted by the Archaeology Data Service (ADS), reinforcing our commitment to open access.

Between April 2024 and March 2025, our website saw 82,000 users of the website, with an average engagement time of 1 minute 54 seconds. This is an increase of 21,000 users and 22 seconds from 2023-24.

51,000 of these users searched for the website, whilst 19,000 visited directly. 6,600 users visited via social media, and 4,800 were referred (usually via links from other websites). The most visited pages were:

- Volunteering – 25,751 views
- Festival Event Listing – 18,652 views
- Event Calander – 16,289 views
- Join the CBA – 13,060 views (double the number of views in 2023 – 24)

In 2025 we aim to create a brand new Learn Hub, where visitors can access educational content and resources by topics related to archaeology. This will help us deliver our mission to help improve the accessibility of archaeology.

## Social Media

The CBA has maintained active output on its five key social media platforms in addition to our website: [Twitter](#) (now known as X) (@archaeologyuk), [LinkedIn](#), [Instagram](#), [Facebook](#) and [YouTube](#). In response to decreased engagement on X, in 2024 the CBA opened a [BlueSky](#) account, where we continue to engage with the archaeological community.

As of March 2025, the CBA social media accounts (including the YAC accounts) have a combined following of 153,123 followers. Between March 2024, the combined following of all platforms except x was 26,000 – as of March 2025, this is 40,000, an increase of 14,000 followers, or 53%. The largest following was on X



(110,437), though this is the only platform where our following has decreased by almost 2,000 as people have begun to leave the platform.

Outside of the Festival, our digital reach for the year was 972,565. This does not capture impressions on X, as the platform has changed how they record and share their analytics. Our best growing platforms have been LinkedIn, from 2,124 in 2024 to 5,171 in 2025, Blue sky from 0 to 3,496, and Instagram which has grown from 7,300 to 9,953.

The digital reach of festival activities reached 54,282,647 during the festival fortnight, and 88,697,286 (June, July & August) in the 3 months surrounding the festival.

Looking forward, with the introduction of a new Communications Assistant in 2025, we hope to continue to grow our reach and create new opportunities for engagement on TikTok and beyond. With significant changes to the X platform, we are looking to test out engagement on different platforms across the Festival of Archaeology 2025. On Ask an Archaeologist Day, we will be taking a more proactive approach to act as a bridge between communities on separate platforms, including Archaeologists on BlueSky, and a large community of public interested in Archaeology on Reddit, Instagram, and more.

## Newsletters

In 2024 we began to segment our newsletters by area and by membership. Members now receive monthly member exclusive newsletters and a monthly event update with listings near their locations, whilst our general newsletter list receives a bi-monthly newsletter.

Our newsletter list has grown from 4,051 to 5,832 general newsletter recipients and 4,614 members, for a total readership of 10,721.

## 4. NOTES

### Income Generation

Although much of the information and services are provided free of charge to further the charity's objectives, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

### Grant-Making Policies

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

### CBA Travel Bursaries

To ensure that we mitigate as many barriers to participation as possible for those attending CBA youth events, we offer travel bursaries and lunch to participants (young people, YAC members and volunteers, etc.).

As part of the development of the Youth Advisory Board we also undertake a survey to explore access requirements for the Young Advisors, purchasing equipment and other necessary support resources. We have also established a 'Rewards and Remuneration' package for the YAB, which covers the costs of travel, accommodation and subsistence to events/activities and rewards them for their time through incentives, such as vouchers, CBA membership, etc. Where the YAB and/or the YAN are invited to support other projects internally and externally, we also work with the project leads to ensure their time and costs are rewarded and remunerated.

For the first time in 2025 we are also now able to offer travel bursaries to our YAC Dig It! Winners through the support of the March Charitable Trust. C. 21 YAC members will have the opportunity to travel to archaeological sites across the UK and we hope the bursaries will help support more young people to attend.

Travel bursaries are also offered to all shortlisted candidates of the Archaeological Achievement Awards. In order to be as equitable as possible, the size of each travel bursary offered was based on the individual needs of each applicant, with an emphasis on supporting early career archaeologists and representatives from voluntary groups but we aim to provide support to as many nominees as possible. In 2023 the travel bursary was sponsored by Prospect.

### Main Activities Undertaken to Further the Charity's Purpose for Public Benefit

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of the CBA's remit where the eventual impact may be difficult to quantify and result from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

### Environmental Policy

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are

an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the recycling of material wherever possible. This ethos flows into the outreach work of the CBA – encouraging others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible whilst also maintaining vital income streams where necessary.

## 5. ACHIEVEMENTS AND PERFORMANCE

### Review of Activities

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment.

It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their collective voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through bodies such as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed online Casework Hub.

This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

The successful establishment and growth of the CBA's Youth Advisory Board (YAB) and the Young Associate Network (YAN) has been the primary focus of the Youth Engagement Team's work throughout the report period, alongside the on-going work to support and sustain the Young Archaeologists' Club (YAC) and secure future funding. It forms the basis for our strategy to develop our 16+ offer, building a pathway from the YAC, through to higher education/work/apprenticeships etc. Our work over the next year will focus on creating sustainability for our Youth Engagement programmes and ensuring that the opportunities we are able to offer are well supported and accessible to all individuals.

Together, these initiatives (Youth Advisory Board, Young Associate Network, YAC and the Young Leaders Pathway) ensure that the CBA can offer opportunities to young people, interested in archaeology and heritage, from 8-25 years of age. This is incredibly important and needed, as there are very few opportunities for young people to participate in archaeology.

Furthermore, embedding Youth Voice and Governance within the CBA has provided young people with opportunities to shape the CBA and to participate in archaeology and heritage that is relevant and meaningful to them. By embedding young people within the organisation, it has also enabled the CBA to widen its appeal by becoming more representative of UK society through the people and groups that it champions and the resulting projects and processes that we develop.

The Festival of Archaeology continued to offer a hybrid format with on the ground and online events delivered across the UK from 13 July to 28 July. The theme was 'Archaeology and Community' and over the course of the Festival there were 767 opportunities to engage in archaeology.

Once again, we saw a high level of engagement from event organisers from across the sector including commercial organisations, local groups and societies and museums and heritage sites. Events included guided walks and tours, craft activities, site visits and opportunities to develop archaeological skills and family fun days.

In 2024 we built on the impact report from 2023 to create a 5-year review of the Festival from 2020-2024. The report highlights the achievements of the Festival as well as outlining areas of focus for us to continue to develop in coming years. Throughout this period we saw consistently positive responses from both event organisers and participants with at least 19 out of 20 Festival attendees said they would attend another Festival event in the future and almost half of respondents attended two or more events. Almost all event organisers would participate again. Our engagement levels have remained strong with over 1million engagements and a reach of over 350 million across the five years of the impact study. The Executive Summary of the report is available via the Festival area of our website.

Our AGM was held on 8 February 2025 and was hosted online. It included the launch of the Marsh Community Archaeology Awards and our annual De Cardi Lecture which was presented by Dr Claire Nolan and titled 'Being Present with the Past: Finding meaning through mindful engagement with archaeology'. Dr Thornton is a postdoctoral researcher at University College Cork and her lecture is available to watch on the CBA YouTube channel. Following the lecture CBA Chair of Trustees launched the 2025 Festival of Archaeology with the theme of Archaeology and Wellbeing.

In May we launched a new event as part of our Reconnecting Archaeology project called Out and About Archaeology. Taking place from 18-26 May, the event focused on encouraging people to explore the archaeology and stories of places around them and saw the delivery of guided walks in York and Leicester as well as the launch of a new self-guided digital walk on the Geovey platform.

This year also saw us deliver the Archaeological Achievement Awards for the fourth time, showcasing the very best of archaeology. Formerly the British Archaeological Awards and relaunched in 2021, as the Archaeological Achievement Awards (AAA), the awards have a new set of categories and cover the whole of the United Kingdom and Ireland.

In 2024, following the opening of nominations during the Festival of Archaeology we once again saw a large number of high-quality nominations submitted across the categories – Engagement and Participation; Public Presentation or Dissemination; Learning, Training and Skills; Archaeology and Sustainability; and Early Career Archaeologist. The winners were announced on 28 November 2024 in a ceremony at the Temple of Peace, Cardiff.

The winner of the 2024 Outstanding Achievement Award sponsored by Cadw, was won by the Bryn Celli Ddu Public Archaeology Project. Details of all the 2024 award winners and shortlisted candidates along with a recording of the awards ceremony can be found on the CBA website (<https://www.archaeologyuk.org/our-work/archaeology-awards.html>).

The NLHF-funded Reconnecting Archaeology project began in May 2024 with an ambitious programme of activity designed to deliver on its core aims and outputs across four key pillars. Over the period covered by this report, the project team has made significant progress in delivering these outputs. This work has generated valuable insights and learning that will inform the CBA's future direction and strengthen the role of grassroots archaeology.

To support delivery, two dedicated staff members were appointed in June 2024: an Audience and Network Manager (1.0 FTE) and an Audience and Network Officer (0.6 FTE).

Under the Audience Research pillar, audience research specialists, Morris Hargreaves McIntyre were commissioned in June 2024 to carry out in depth research into the CBA's audiences and membership. Their work aims to understand who engages with the CBA, who doesn't and why, including insights into potential audiences, engagement barriers and sector best practice. They have undertaken research using surveys, focus groups, desk research and project observations to provide insights which will help the CBA to think about its future role and impact. Key outputs delivered during the report period include an insight report into the CBA's membership and desk research into comparator membership organisations.

The activities under the Reimagining Membership pillar aim to research and pilot new membership benefits and concepts that will help to strengthen and redefine the CBA's current membership offer. This includes an Access to Archaeology (AA) Pass, inspired by the CBA's YAC Pass model, but aimed at adult audiences. We have been exploring its feasibility through initial consultation with potential participating organisations, and a proposal has been produced providing insights and recommendations to implementing an AA Pass scheme.

We have launched a new online event series, In Conversations, to help grassroots and community archaeology groups connect, share knowledge, and discuss key sector challenges. Piloted in response to

findings from the Taking the Temperature survey (2023), the free events cover topics like Net Zero, EDI, and youth engagement, with promotion and scheduling shared via the CBA website and newsletters.

In addition, the CBA is working with Archaeology South East (UCL) to co-develop and pilot an entry-level e-learning course, An Introduction to Archaeology in the UK. CBA members have helped to shape the course by contributing case studies and taking part in an online workshop. This collaboration responds to a need identified through earlier knowledge exchange work and aims to showcase best practice in community-led heritage.

The Out and About Archaeology mini festival was delivered under the Reimagining Membership strand in both May 2024. Further Reconnecting Archaeology activity at our in-person and online events has included both 80 plus 80 anniversary research, which used the CBA's 80th anniversary year to gather public responses to questions about the CBA, archaeology and its role in response to its achievements, mission and need to reimagine its future; and a 'Memory and Meaning' pilot activity which aims to champion place-making through archaeology by collating, showcasing, and celebrating a UK-wide map that illustrates groups' and individuals' places of resonance for them and why. Whilst the former will be used to inform the wider CBA audience research, the latter will be presented as an additional engagement offer from the CBA via an online digital map where people can map their places of meaning alongside written memories and stories.

The final two activities being undertaken under the Reimagining Membership strand are two key digital engagement initiatives – a volunteer and placements matching platform and an online networking platform for CBA members, enabling them to connect, share knowledge, resources and stories. Both are currently in development. The matching platform will allow organisations to post volunteering and placement opportunities via the CBA website, supported by user feedback and case studies to assess and promote its effectiveness. Meanwhile, the networking hub aims to enable members to connect, share knowledge, and collaborate, with research underway to explore suitable platforms, assess needs, and gather user input.

The third pillar, Catalysts for Change, aims to use the CBA as a platform to celebrate and advocate for meaningful, inclusive practice in the UK archaeological sector and understand better how the CBA can support and undertake inclusion work through partnership working, consultation and piloting a new initiative: the My Heritage youth engagement project.

The Catalysts for Change project showcases four exemplary projects that have successfully engaged marginalised and diverse audiences through community engagement: the Scottish Crannog Centre, Uncovering Roman Carlisle, CAER Heritage (Cardiff), and Chester House Estate (with the University of Leicester). The project is supporting knowledge-sharing, collaboration and the co-creation of a good-practice guidance with the project staff and participants through online "getting-to-know-you" sessions, creative workshops with an artist facilitator and in-person site visits. Most planning and development of the project took place in 2024, with delivery starting in early 2025 with the online "getting-to-know-you" sessions.

Online consultations with what we have termed "Catalyst Partners" i.e. those (typically voluntary) groups in the UK that are working to break down barriers to engaging with archaeology for marginalised and disadvantaged groups, were undertaken by Morris Hargreaves McIntyre to better understand how the CBA can support them to achieve their missions. This included representatives from the Chartered Institute for Archaeologists' (Cifa) EDI and Communities subgroups, the European Society of Black and Allied Archaeologists (ESBAA), the Enabled Archaeology Foundation (EAF), Historic England's Heritage and Wellbeing Working Group and the CBA's Youth Advisory Board and Young Associates Network. The insights gained from these will help the CBA to shape its support and advocacy role for inclusive and equitable practice in archaeology.

In autumn 2024 and spring 2025, the CBA launched My Heritage, a new initiative for 16–25-year-olds with little or no prior experience of archaeology, including those with negative perceptions of the field. Partnering with Photoworks and artist Laura El-Tantawy, eight young people explored connections between their interests and archaeology through meaningful places, objects, and spaces. Their final photography works will feature in a six-month exhibition in Bradford from summer 2025.

The fourth and final pillar is aimed at securing the future organisational resilience of the CBA and has involved several activities exploring the organisation's sector role, governance and finances.

As part of strengthening its support for grassroots archaeology and strengthening of its sector support role, the CBA is advancing work on environmental sustainability and equity, diversity, inclusion, and equality (EDIE). On sustainability, the CBA is working with Historic England and other partners to measure its carbon footprint,

create a carbon reduction plan, train staff in carbon literacy, and provide resources and training for members. In parallel, the CBA is collaborating with Historic England and expert, Claris D'cruz, to deliver advanced EDIE training for staff and trustees, adapt resources for grassroots organisations, and host EDIE-focused In Conversations events. Both initiatives remain underway, aiming to build capacity and share practical guidance with the wider archaeological community.

In July 2024, the CBA commissioned fundraising consultants, Charity Fundraising, to prospect and fundraise for new sources of income, develop a two-year funding plan, create a new Case for Support, upskill CBA trustees and selected staff in fundraising and provide advice and support on the CBA's fundraising procedures.

Through Culture Recovery Funding in 2021, the CBA commissioned and acquired a new CRM system and integrated website. Development was completed, and the system went live in October 2022. After 12 months, a number of areas were identified that required system upgrades to improve functionality and optimisation. In 2024, we worked with our CRM and website provider, Pixel8, to upgrade key aspects of the CBA's CRM and website to optimise its functions for our purposes as part of Reconnecting Archaeology.

Additionally, staff received a comprehensive training programme with Pixel8 covering core functions, communications, events, membership processes, reporting, and system administration, with 57 hours of training delivered to six staff between June and October 2024.

A core part of the CBA's organisational resilience strategy involves rebranding with a new name, logo, and eventually merchandise to strengthen identity and support income generation. Initially planned as a co-creation process with an artist, the approach shifted in October 2024 to appointing a brand consultant to lead the rebranding and secure member approval by late 2025. York-based brand consultants, Lazenby Brown, were appointed in February 2025 to undertake this work.

Finally, under the organisational resilience strand, work has been undertaken to continue strengthening the CBA's governance. This has included updating the CBA's Articles of Association, developing a set of 'governance rules' to sit below our articles and cover the day-to-day governance of the charity and moving to a closed membership. During 2024/25, the CBA has received support from Michele Price of gunnercook to implement these changes, and we are on track to have these approved at an Extraordinary General Meeting in October 2025.

In June 2024, the CBA appointed Bright Culture to evaluate Reconnecting Archaeology, with responsibilities ranging from developing a Logic Model and Evaluation Framework to producing mid-term and final reports in line with NLHF requirements. So far, Bright Culture has completed an Evaluation Plan, a Logic Model visualising project impacts, and a detailed framework for data collection, while maintaining regular reflection meetings with project staff. The evaluation is progressing on schedule and is due for completion by the end of November 2025.

Our statutory casework continues to underpin our wider advocacy work and forms an important element of our charitable status and the public benefit we deliver. Through our advice we help to protect historic buildings and sites in England and Wales through our casework. This year we have considered 8,349 Listed Building Consent and planning applications against our criteria for comment, assessed 3,851 in detail and responded with detailed advice to 342 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

The favourable financial position at the end of 2024-25 is largely down to the CBA's success in securing grant and sponsorship support throughout the year. This has enabled us to support our reserves and to continue to invest in our digital infrastructure and processes.

We have benefited from longer-term core funding from Historic England for our Youth Engagement work and the Festival of Archaeology. This has enabled us to develop 3-year programmes and more resilient delivery.

## Breakdown of 2024-2025 Income

Sponsorship, donations & legacies	£177,220
Grants	£514,199
Membership	£156,352
British Archaeology Magazine	£124,815

We are undertaking further work to improve our fundraising position and how we seek donations and legacies. See [Leave a Lasting Legacy](#).

## Investment Policy and Performance

The Trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

## 6. FINANCIAL REVIEW

### Going Concern

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing off the 2024-25 accounts. The Trustees believe that adopting the “going concern” approach is a reasonable one for the following reasons:

- Firstly, the organisation has cash reserves which provide headroom against variance from our forecast cash flow.
- Secondly, management continue to seek savings on existing activities and delivery to ensure we maintain a balanced annual budget.
- Thirdly the receipt of additional funding and a modest legacy has enabled us to further invest in the CBA’s cash reserve, improving the headroom against variances in our management accounts.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees and Executive Management Team maintain a tight financial oversight on expenditure to maintain headroom and ensure the financial stability of the Charity.

The outcomes from our successful award of £249,000 from the National Lottery Heritage Fund for our Reconnecting Archaeology project are starting to bear fruit with additional income generation coming through. Whilst more work needs to be done to strengthen membership, but we have a much better understanding on the issues we face in growing our supporter base.

### Principal Funding

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and Cadw who help to support the Young Archaeologist’s Club and the Festival of Archaeology and our work on planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core costs of the Young Archaeologist’s Club between 2024 and 2027 and they continue to support the Festival of Archaeology with our next three-year funding application agreed for 2025 and 2028.

Our membership income is broadly static with a slight decrease in the most recent 2 years. Sponsorship and donations come from a range of public and private sector organisations and individuals and increasingly form a core area of our funding.

We have been successful in growing both our charitable donations and fundraising from foundations and we continue to invest in these developments.

### Reserves Policy

During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organisation to meet the ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves to at least one month of then current

operating costs by the end of Year 2 of the business plan and two months by end of Year 4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In reality the cost of living crisis has made further investments in our reserves very difficult and we have not met our target of an additional £20,000 of reserves in this financial year.

## 7. STRUCTURE, GOVERNANCE AND MANAGEMENT

### Constitution

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

### Method of Appointment or Election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariat of staff and various voluntary advisory committees.

### Policies Adopted for the Induction and Training of Trustees

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register.

Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

### Pay Policy

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with the CBA's commitment to equity and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out-of-pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

### Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

The CBA has embarked upon a programme of auditing all its current policies and assessing which need to be updated and others which need developing. During the report period the CBA employed a number of consultants to undertake the first phase of this work. Three policies were updated and a further five policies were created, including a new Third-Party Safeguarding Policy and Environmental Policy, focusing on working towards Net Zero. This work will continue into the next report period.

## Structure, Governance and Management

The ongoing impact of Covid continues to leave the CBA with many challenges, and these are now being extended by the current economic climate and cost of living crisis. Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage.

The CBA continues to respond by developing the hybrid format of its services and events such as the Festival of Archaeology, and providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website. What we have learnt will change our approach to future engagement and we know we have much ground to cover. Our YAC clubs continue to need support to return to in-person operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

The year has helped us continue our focus on our core areas of work, the five activity areas which are our strongest in terms of delivery, reach and purpose. They support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, Strategy for Growth 2021-25, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next four years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and X (formerly known as Twitter), and additional Twitter (now known as X) accounts for YAC and Festival of Archaeology's Ask an Archaeologist Day have a growing number of followers that we will continue to build. Translating this reach into income will be an important focus moving forward.

Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement.

Our social media platforms will also play a key part in achieving the five key goals outlined in the Strategy for Growth business plan and, like many membership organisations, we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key hub through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into an active set of behaviours to help shape our approach and to challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

**Approved by order of the members of the board of Trustees on 19 November 2025 and signed on their behalf by:**



**Mrs G Boyle**  
**(Chair of Trustees)**

## STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



**Mrs G Boyle**  
(Chair of Trustees)  
Date: 19 November 2025

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

## Opinion

We have audited the financial statements of Council for British Archaeology (The) (the 'charity') for the year ended 31 March 2024 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).  
financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

## Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the company and sector in which it operates;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation, food safety regulations and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- inquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance.

Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to inquiry of the directors and other management and the inspection of regulatory and legal

correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

## Use of our report

This report is made solely to the charitable members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Jonathan Day, ACA (Senior Statutory Auditor)**

**Streets Audit LLP**

Chartered Accountants

Statutory Auditors

Enterprise House, 38 Tyndall Court

Commerce Road

Lynchwood

Peterborough

Cambridgeshire

PE2 6LR

Date: 24 November 2025

Streets Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025

	Note	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
<b>Income from:</b>					
Donations and legacies	11	-	-	-	40,275
Charitable activities	12	543,889	434,040	977,929	789,442
Investments	13	-	139	139	161
<b>Total income</b>		<b>543,889</b>	<b>434,179</b>	<b>978,068</b>	<b>829,878</b>
<b>Expenditure on:</b>					
Charitable activities	14	666,055	290,479	956,534	847,876
<b>Total expenditure</b>		<b>666,055</b>	<b>290,479</b>	<b>956,534</b>	<b>847,876</b>
<b>Net (expenditure)/income</b>		<b>(122,166)</b>	<b>143,700</b>	<b>21,534</b>	<b>(17,998)</b>
Transfers between funds	22	108,846	(108,846)	-	-
<b>Net movement in funds</b>		<b>(13,320)</b>	<b>34,854</b>	<b>21,534</b>	<b>(17,998)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		26,098	32,202	58,300	76,298
Net movement in funds		(13,320)	34,854	21,534	(17,998)
<b>Total funds carried forward</b>		<b>12,778</b>	<b>67,056</b>	<b>79,834</b>	<b>58,300</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 51 to 65 form part of these financial statements.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

BALANCE SHEET  
AS AT 31 MARCH 2025

	Note	2025 £	2024 £
<b>Current assets</b>			
Stocks	19	4,771	4,771
Debtors	20	85,743	78,361
Cash at bank and in hand		210,994	228,780
		<u>301,508</u>	<u>311,912</u>
Creditors: amounts falling due within one year	21	(221,674)	(253,612)
<b>Net current assets</b>		<u>79,834</u>	<u>58,300</u>
<b>Total assets less current liabilities</b>		<u>79,834</u>	<u>58,300</u>
<b>Net assets excluding pension asset</b>		<u>79,834</u>	<u>58,300</u>
<b>Total net assets</b>		<u><u>79,834</u></u>	<u><u>58,300</u></u>
<b>Charity funds</b>			
Restricted funds	22	12,778	26,098
Unrestricted funds	22	67,056	32,202
<b>Total funds</b>		<u><u>79,834</u></u>	<u><u>58,300</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**Mrs G Boyle**  
(Chair of Trustees)  
Date: 19 November 2025

The notes on pages 51 to 65 form part of these financial statements.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2025**

	2025 £	2024 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(17,647)	(20,652)
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	(139)	(161)
<b>Net cash used in investing activities</b>	(139)	(161)
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	-	-
<b>Change in cash and cash equivalents in the year</b>	(17,786)	(20,813)
Cash and cash equivalents at the beginning of the year	228,780	249,593
<b>Cash and cash equivalents at the end of the year</b>	<u>210,994</u>	<u>228,780</u>

The notes on pages 51 to 65 form part of these financial statements

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

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**8. General information**

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**9. Accounting policies**

**9.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Council for British Archaeology (The) 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.

**9.2 Going concern**

The Charity has reported a small surplus in 2025 and the Trustees have forecasted a small surplus for 2026. The Charity has sufficient reserves and cashflow resources. The Trustees are monitoring cashflows very closely with detailed budgets and forecasts prepared. The Trustees are confident the trust can meet its liabilities as they fall due for the next 12 months from the date the financial statements are approved.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

9. Accounting policies (continued)

9.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Membership and subscription income are included in the Statement of financial activities when the Charity is entitled to the income. Where amounts relate to the provision of future services income is deferred and included in creditors as deferred income.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Charity's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

9.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

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**9. Accounting policies (continued)****9.4 Expenditure (continued)**

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**9.5 Government grants**

Government grants are credited to the Statement of financial activities as the related expenditure is incurred.

**9.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**9.7 Gift Aid**

In the case of a Gift Aid payment made within the Group, income is accrued when the payment is payable to the Parent Charity under a legal obligation. Measurement is at the fair value receivable, which will normally be the transaction value.

Where the right to receive Gift Aid has been established, the amount receivable is recognised as investment income in the Statement of financial activities.

**9.8 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**9.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**9.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

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**9. Accounting policies (continued)****9.11 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**9.12 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**9.13 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight-line basis over the lease term.

**9.14 Pensions**

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent administered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

**9.15 Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

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**10. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**11. Income from donations and legacies**

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>
	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Donations	18,015	18,015
Gift Aid	22,260	22,260
	<u>40,275</u>	<u>40,275</u>

**12. Income from charitable activities**

	<b>Restricted funds 2025 £</b>	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>
Young Archaeologists Club	180,900	5,425	<b>186,325</b>
Membership	-	181,512	<b>181,512</b>
Information & communications	237,511	117,312	<b>354,823</b>
Capacity Building & promotion	-	35,965	<b>35,965</b>
Conservation & community	125,478	37,354	<b>162,832</b>
Support Income	-	56,472	<b>56,472</b>
	<u>543,889</u>	<u>434,040</u>	<u><b>977,929</b></u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

12. Income from charitable activities (continued)

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Young Archaeologists Club	109,526	-	109,526
Membership	-	160,443	160,443
Information & communications	219,617	178,443	398,060
Capacity Building & promotion	22,680	98,733	121,413
	<u>351,823</u>	<u>437,619</u>	<u>789,442</u>

13. Investment income

	<b>Unrestricted funds 2025 £</b>	<b>Total funds 2025 £</b>
Bank interest received	<u>139</u>	<u>139</u>

	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Bank interest received	<u>161</u>	<u>161</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

14. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total 2025 £
Young Archaeologists Club	163,268	12,778	176,046
Membership	-	73,427	73,427
Information & communications	-	141,823	141,823
Capacity Building & promotion	255,128	-	255,128
Conservation & community	191,066	-	191,066
Support costs	56,593	62,451	119,044
	<u>666,055</u>	<u>290,479</u>	<u>956,534</u>
	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total 2024 £</i>
Young Archaeologists Club	110,040	-	110,040
Membership	-	24,016	24,016
Information & communications	283,062	-	283,062
Capacity Building & promotion	66,305	-	66,305
Conservation & community	42,579	42,096	84,675
Support costs	-	279,778	279,778
	<u>501,986</u>	<u>345,890</u>	<u>847,876</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

15. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Total funds 2025 £
Young Archaeologists Club	176,046	176,046
Membership	73,427	73,427
Information & communications	141,823	141,823
Capacity Building & promotion	255,128	255,128
Conservation & community	191,066	191,066
Support costs	119,044	119,044
	<u>956,534</u>	<u>956,534</u>
	<i>Activities undertaken directly 2024 £</i>	<i>Total funds 2024 £</i>
Young Archaeologists Club	110,040	110,040
Membership	24,016	24,016
Information & communications	283,062	283,062
Capacity Building & promotion	66,305	66,305
Conservation & community	84,675	84,675
Support costs	279,778	279,778
	<u>847,876</u>	<u>847,876</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**16. Auditors' remuneration**

	2025 £	2024 £
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	<u>14,000</u>	<u>14,000</u>

**17. Staff costs**

	2025 £	2024 £
Wages and salaries	416,540	323,274
Social security costs	29,120	21,681
Contribution to defined contribution pension schemes	37,158	28,867
	<u>482,818</u>	<u>373,822</u>

The average number of persons employed by the Charity during the year was as follows:

	2025 No.	2024 No.
Staff numbers	<u>16</u>	<u>12</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2025 No.	2024 No.
In the band £60,001 - £70,000	1	-

The key management personnel of the Trust comprise the Trustees and the senior management team. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Trust was £151,116 (2024 - £152,670).

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

**18. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL-).

During the year ended 31 March 2025, expenses totalling £1405 were reimbursed or paid directly to 6 Trustees (2024 - £1,084). These expenses covered travel and subsistence costs incurred in performance of the Trustees services to the Charity.

**19. Stocks**

	2025 £	2024 £
Book stock	<u>4,771</u>	<u>4,771</u>

**20. Debtors**

	2025 £	2024 £
<b>Due within one year</b>		
Trade debtors	27,990	36,355
Other debtors	6,120	3,364
Prepayments and accrued income	51,633	38,642
	<u>85,743</u>	<u>78,361</u>

**21. Creditors: Amounts falling due within one year**

	2025 £	2024 £
Trade creditors	7,916	5,441
Other taxation and social security	7,805	7,316
Other creditors	4,605	3,979
Accruals and deferred income	201,348	236,876
	<u>221,674</u>	<u>253,612</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

22. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
<b>Unrestricted funds</b>					
General Funds - all funds	32,202	434,179	(290,479)	(108,846)	67,056
<b>Restricted funds</b>					
Young Archaeologists Club	26,098	180,900	(194,220)	-	12,778
Capacity Building & promotion	-	237,510	(280,739)	43,229	-
Conservation & Community	-	125,479	(191,096)	65,617	-
	26,098	543,889	(666,055)	108,846	12,778
<b>Total of funds</b>	<b>58,300</b>	<b>978,068</b>	<b>(956,534)</b>	<b>-</b>	<b>79,834</b>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

22. Statement of funds (continued)

The specific purposes for which the funds are to be applied are as follows:

General Funds:

The charitable company's general fund represents income and expenditure relating to activities undertaken by the Trust as part of its charitable activities. The Trust can then use these funds for any purpose.

Restricted Funds:

The charitable company received a number of income streams during the year for the purpose of fulfilling its primary objective, which are restricted in nature. These relate to the primary objectives as detailed in the Trustees Report and can only be expensed to achieve these objectives.

Grants are monies received and expensed for specific purposes.

**Statement of funds - prior year**

	<i>Balance at 1 April 2023</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers in/out</i>	<i>Balance at 31 March 2024</i>
	£	£	£	£	£
<b>Unrestricted funds</b>					
General Funds - all funds	-	478,055	(345,890)	(99,963)	32,202
<b>Restricted funds</b>					
Restricted Funds - all funds	626	-	(626)	-	-
Young Archaeologists Club	26,612	109,526	(110,040)	-	26,098
Information & communications	49,060	219,617	(282,437)	13,760	-
Capacity Building & promotion	-	22,680	(66,305)	43,625	-
Conservation & Community	-	-	(42,578)	42,578	-
	<u>76,298</u>	<u>351,823</u>	<u>(501,986)</u>	<u>99,963</u>	<u>26,098</u>
<b>Total of funds</b>	<u>76,298</u>	<u>829,878</u>	<u>(847,876)</u>	<u>-</u>	<u>58,300</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

23. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
General funds	32,202	434,179	(290,479)	(108,846)	67,056
Restricted funds	26,098	543,889	(666,055)	108,846	12,778
	<u>58,300</u>	<u>978,068</u>	<u>(956,534)</u>	<u>-</u>	<u>79,834</u>

Summary of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
General funds	-	478,055	(345,890)	(99,963)	32,202
Restricted funds	76,298	351,823	(501,986)	99,963	26,098
	<u>76,298</u>	<u>829,878</u>	<u>(847,876)</u>	<u>-</u>	<u>58,300</u>

24. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2025 £	Unrestricted funds 2025 £	Total funds 2025 £
Current assets	301,508	-	301,508
Creditors due within one year	(288,730)	67,056	(221,674)
<b>Total</b>	<u>12,778</u>	<u>67,056</u>	<u>79,834</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

24. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Current assets	311,912	-	311,912
Creditors due within one year	(285,814)	32,202	(253,612)
<b>Total</b>	<u>26,098</u>	<u>32,202</u>	<u>58,300</u>

25. Reconciliation of net movement in funds to net cash flow from operating activities

	2025 £	2024 £
Net income/expenditure for the year (as per Statement of Financial Activities)	2	(
<b>Adjustments for:</b>		
Dividends, interests and rents from investments	139	161
Decrease/(increase) in debtors	(7,382)	46,682
(Decrease) in creditors	(31,938)	(49,497)
<b>Net cash used in operating activities</b>	<u>(17,647)</u>	<u>(20,652)</u>

26. Analysis of cash and cash equivalents

	2025 £	2024 £
Cash in hand	210,994	228,780
<b>Total cash and cash equivalents</b>	<u>210,994</u>	<u>228,780</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

27. Analysis of changes in net debt

	At 1 April 2024	Cash flows £	At 31 March 2025 £
Cash at bank and in hand	£ 228,780	(17,786)	210,994
	<u>228,780</u>	<u>(17,786)</u>	<u>210,994</u>

28. Operating lease commitments

At 31 March 2025 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	14,910	15,063
Later than 1 year and not later than 5 years	29,224	42,610
	<u>44,134</u>	<u>57,673</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2025 £	2024 £
Operating lease rentals	<u>15,063</u>	<u>16,277</u>

29. Related party transactions

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2025.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**

England & Wales - Charity number 287815

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# Accounts

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2024

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#### Trustees

Mr K Smith, Chair (2017; re-elected 2020, term ended Feb 2024)  
Professor C Lewis, Vice Chair (co-opted 2016, elected 2017; re-elected 2020, term ended Feb 2024)  
Professor K D Lilley, (elected 2017; re-elected 2020, term ended Feb 2024)  
Dr A Spaul, (co-opted 2016, elected 2017; re-elected 2020, term ended Feb 2024)  
Mrs F E Gale, (co-opted 2018, elected 2018; re-elected Feb 2021)<sup>1</sup>  
Mr P Pollard, Hon Secretary (elected Feb 2022)  
Dr K McCarrison, (elected Feb 2022)  
Professor J Schofield, (elected Feb 2022)  
Dr S Penrose, (elected Feb 2022)<sup>1</sup>  
Dr D Parikh, (elected Feb 2023)  
Ms J Plummer Sires, (elected Feb 2023)  
Mr M D'Aprix, (elected Feb 2023)  
Mrs G Boyle, Chair (elected Feb 2024)<sup>1</sup>  
Dr P Buxton, Vice Chair (elected Feb 2024)  
Dr H Fluck, (elected Feb 2024)  
Ms C Cooper, (elected Feb 2024)

<sup>1</sup> Resource Committee

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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#### 1. Foreword



#### A message from our Chair: Gail Boyle

The first meeting of the Council for British Archaeology took place in March 1944, and it now celebrates 80 years of enabling people to connect with, care for and appreciate archaeology and the wider historic environment. During this time, it has not only been an influential advocate for archaeology itself but has promoted and facilitated public engagement with it from grassroots level to above. It continues to play a fundamental role in informing, supporting, and shaping the work of its strategic professional network of local, regional, and national heritage organisations. CBA's core work is focussed on five activity areas, namely Youth Engagement, CBA Events, Casework and Advocacy and CBA Membership, as well as Publications and

Communications. Amongst a plethora of activities, it supports the work of over 70 branches of Young Archaeologists' Clubs all over the UK and delivers the CBA Festival of Archaeology, which incorporates hundreds of in-person and virtual events delivered by a wide range of voluntary and professional organisations. CBA also campaigns for archaeology above and below ground, particularly in its role as a National Amenity Society and through its buildings and archaeology casework. Its public face takes many forms and includes producing British Archaeology magazine and a programme of online lectures. It also enables the Archaeological Achievement Awards and Marsh Awards to continue to recognise a wide range of archaeological activity, achievements, and initiatives.

2023/24 saw CBA continue to deliver against its comprehensive five-year business plan, which was designed to support, strengthen, and grow the five core programmes of the CBA which underpin and deliver its purpose, vision, and mission. Action was also taken to deliver against recommendations within the plan, relative to organisational structure and the need to increase staff resources around our membership offer, events and youth engagement work. To this end a range of funding applications were submitted. A major piece of work was also undertaken to develop a National Heritage Lottery Fund 'Resilient Heritage' application entitled 'Reconnecting Archaeology.' This project speaks directly to our identified need to support the development of our membership and its network, but also to provide additional capacity in support of much-needed fundraising activities. The CBA's Board of Trustees has also committed to ensuring that it too remains fit for purpose, with the development of a new Trustee Performance Support and Personal Development Plan to help us build the skills we require to best govern the charity. It is only by being able to identify what CBA needs to do to ensure it is both financially resilient and forward-thinking, that it will be better able to support others to meet the challenges we and others face in being able to continue to champion archaeology in all its forms.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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#### A message from our Executive Director: Neil Redfern

In celebrating the CBA's 80th Anniversary what has struck me the most is our relationship with the wide network of archaeological groups and societies that make up the grassroots archaeological community in the UK. Our very origins in 1944 came out of discussions at the Society of Antiquaries London on what role archaeology could play in post-war reconstruction and renewal. The CBA was founded to champion archaeology and the opportunities for research and knowledge enhancement through the rebuilding of our historic towns and cities. One organisation central to these discussions was the Congress of Archaeological Societies founded in 1888 to champion the network of county archaeology societies that had grown up in the 19th century. That networking role was passed to the CBA and the Congress then disbanded.

As we reflect on our next 80 years it is clear that the CBA needs to reimagine and rejuvenate its networking role and the support we offer to archaeological groups and societies. That is very much to the forefront of our 'Reconnecting Archaeology' project and is supported by a rapid survey of groups and societies we undertook in late 2023. 'Taking the Temperature' reached out to the 250 CBA organisational members and then to the wider archaeological sector to better understand the challenges these groups are facing today. The final report summarises the responses from 257 groups and societies representing the grassroots archaeology sector, 133 of which are organisational members of the CBA, 121 of which are non-members, and three of which are no longer operating

#### Key findings included:

- Membership numbers, largely, are either staying the same or going down.
- Demographically, the groups' membership is above the age of 60 and largely White.
- Collectively, the groups' activities are many and varied, contributing significantly to the wider archaeological sector. However, the level of activities has gone down in recent years, with the ceasing of more costly activities, such as digs and some types of fieldwork.
- Strongly held aspirations to work with youth, health and arts sectors are encouraging. However, these aspirations are not yet being realised, with a lack of capacity being the most cited reason for this.
- The groups' challenges may be summarised as: an aging membership; an aging volunteer cohort; insufficient volunteers to sustain a healthy level of activity; a lack of expertise and access to equipment; a lack of training in several relevant areas; and in many cases, a lack of funding.

A set of strategic themes has emerged that need addressing to help support the vitality and growth of grassroots archaeology, prevent further loss in numbers, and better understand how the CBA can act as the sector support lead for grassroots archaeology. These themes will help the CBA focus our activity and development of our audience and networking role over the coming years including:

- Audience research and development;
- Creating a live network of groups and societies;
- Supporting the sector through training and fostering cross-sector working
- Promoting inclusivity and diversity;
- Working towards a carbon net zero future;
- Shifting the perception of archaeology.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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#### 2. The CBA: People and Archaeology

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16.

We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

"Archaeology enables us to connect to the world around us. Archaeology helps us question what it means to be human by exploring the traces people leave behind"

#### **Our Vision:**

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

#### **Our Mission:**

To inspire people to explore places and engage with their environment through archaeology, helping them make new connections with each other and the places in which they live, work, learn and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives on how we recognise and value things and places – everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology

#### **Our Values:**

Our values define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people.

The CBA aspires to be

- **Inclusive and participatory**

Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool. Archaeology enables us to bring together diverse communities and create inclusive practice.

- **Curious and enquiring**

Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment: the places we live, work, learn from, and visit. Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

- **Collaborative**

Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes. There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

- **Creative, communicative, and connective**

Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value. Archaeology makes an important societal contribution to education, social and economic resilience, health and well-being, and keeping people connected. Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

- **Caring and campaigning**

Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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#### 3. Trustees' Report for the Year Ended 31 March 2024

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2023 to 31 March 2024. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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 Director's Report) Regulations 2013 is not required.

#### Policies And Objectives

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

#### Strategies For Achieving Objectives

The CBA is an independent charity working to celebrate archaeology and champion participation in archaeology across the UK. Our strategic priorities set in 2021 are framed as five goals designed to build and strengthen our five core activity areas. This work is brought together in our business plan 'Strategy for Growth 2021-25'.

#### Our Strategic Priorities 2021 - 2025

Goal	Action
1. Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.	<ul style="list-style-type: none"><li>• Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.</li></ul>
2. To make archaeology more relevant to people so they feel better able to participate.	<ul style="list-style-type: none"><li>• Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.</li><li>• Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.</li></ul>
3. To target increased participation in archaeology for young people under the age of 25.	<ul style="list-style-type: none"><li>• Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.</li></ul>
4. To build the CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.	<ul style="list-style-type: none"><li>• We will grow the CBA in size and capability, securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.</li></ul>

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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<p>5. To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement. Archaeology, at its core, is a process of understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.</p>	<ul style="list-style-type: none"><li>• We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.</li><li>• We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising activities that support the well-being objectives.</li><li>• We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.</li></ul>
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**Our core activities 2021 - 2025**

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan *Strategy for Growth 2021-25* sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

<p><b>CBA membership</b></p>	<p>The CBA has approximately 3,500 members and c.260 organisational members (affiliates). We help support 11 CBA groups who co-ordinate and deliver activities and support in their geographic areas.</p> <p>CBA members: CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's British Archaeology magazine, and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added-value services of interest to existing members and services that will attract new members from all sections of society.</p> <p>CBA groups: We support 11 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.</p> <p>CBA affiliates: Affiliate members include organisations such as local archaeology societies and other community-based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.</p>
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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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<b>CBA Events</b>	<p>The CBA co-ordinates and supports the annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 33rd year in 2023. The Festival comprises a series of events held online and on the ground over a two-week period in July. In 2023 a total of 457 unique events were delivered by organisers across the UK, and the digital reach of the Festival over the months of June, July and August was over 90 million.</p> <p>Our annual events programme has continued to develop with the second year of our This Is Archaeology lecture series. The lectures bring together a wide range of speakers sharing the latest in archaeological thinking and research. We are currently offering free access to all lectures and their recordings and have seen attendance figures grow to 200-300 attendees each month.</p> <p>The Archaeological Achievement Awards, co-ordinated by the CBA, were delivered for the third year in 2023. The awards aim to celebrate archaeology across the UK and Republic of Ireland and the awards ceremony in November now forms a key part of our annual event programme.</p> <p>The Marsh Community Archaeology Awards are held each year in partnership with the Marsh Charitable Trust and celebrate community and youth projects as well as the Community Archaeologist and Young Archaeologist of the Year.</p> <p>Throughout the year, the CBA continues to showcase its work with stands and presentations at a range of external conferences and events. In 2023-24 this included the Chartered Institute for Archaeologists conference, European Archaeological Association conference, and the Theoretical Archaeology Group conference.</p>
<b>Casework and advocacy</b>	<p>The CBA is one of six National Amenity Societies whose expertise and role is recognised in statute. Along with the Gardens Trust (who are a statutory consultee in the planning process), we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. The CBA's casework team handles over 10,000 listed building applications across England and Wales each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building applications and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.</p> <p>This year we have welcomed the Gardens Trust onto the JCNAS Casework Database. Through managing the JCNAS Casework Database, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 7 core JCNAS member organisations.</p>
<b>Publications and Communications</b>	<p>The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c.7,000 including overseas and subscription circulation.</p> <p>We also publish specialist books and papers containing important archaeological insights which would otherwise not be published due to their specialised nature and limited print runs. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.</p>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**



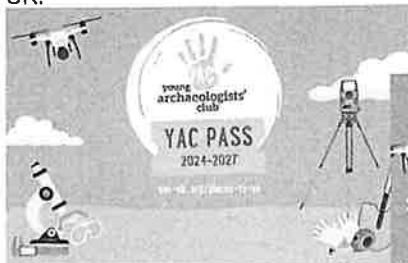

<b>CBA Youth engagement</b>	<p>The CBA's Young Archaeologists' Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 70, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities.</p> <p>Wider youth engagement is, however, central to the CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership. This is currently best demonstrated by our commitment to Youth Voice and Youth Governance, evidenced by the establishment of our Youth Advisory Board and Young Associate Network during the current report period.</p>
<b>Wales, Scotland and Northern Ireland</b>	<p>In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we provide the Secretariat for the Wales Heritage Group representing the amenity societies and other heritage voices in Wales. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the Young Archaeologists' Clubs to provide direct opportunities to engage with the CBA's work. Our online Welsh and Scottish Online YAC clubs continues to go from strength to strength, as numbers of members and volunteers grow. Both clubs were created to reach more young people, particularly those who have been unable to participate in in-person activities due to issues such as rurality, travel costs, etc. Additional funding from Cadw has also enabled us to develop a new bilingual resource pack based on Welsh archaeology and heritage, something we hope can be enjoyed by the whole YAC network. During 2023-24 we continued to develop and deliver the Archaeological Achievement Awards. The awards are designed to celebrate the very best of archaeology across the UK and Ireland providing an opportunity for organisations and individuals to gain wider recognition for their work-</p>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

**Activities for Achieving Objectives**

The objectives of the CBA during the year ended 31 March 2024 have been delivered through the following activities:

<b>Youth Engagement</b>	
<b>Young Archaeologists' Club</b>	<p>The YAC network has recovered well from the pandemic throughout the reporting year. Our member numbers are up by 12% and volunteers by 9%. At the end of the reporting period the overall picture was as follows:</p> <ul style="list-style-type: none"> <li>• Total Branch Numbers = 75 (59 England, 11 Scotland, 8 Wales, 1 NI). Of these, we estimated that: <ul style="list-style-type: none"> <li>◦ 70 were active</li> <li>◦ 5 were not active but should reopen</li> <li>◦ 7 applications to open new branches are being processed</li> </ul> </li> <li>• We opened new branches in the following locations: <ul style="list-style-type: none"> <li>◦ Dunkeld YAC (CBA-Managed), Perthshire</li> <li>◦ Northamptonshire YAC (Affiliate)</li> <li>◦ Bedford YAC (Previously affiliate but reopened with new CBA-managed team)</li> <li>◦ Oban YAC (Previously affiliate but reopened with new CBA-managed team)</li> </ul> </li> </ul> <p>Throughout the year we were able to offer online and in-person training for YAC leaders (some of which was also made available to staff and trustees). This was the equivalent of 491 training hours and included:</p> <ul style="list-style-type: none"> <li>• Geophysical Survey and Excavation Training at Stourhead, Wiltshire, with the National Trust and Magnitude Surveys.</li> <li>• Crannog Building in Scotland with The Crannog Centre.</li> <li>• Create Your Own Podcast! (Online training) with Alternative Stories.</li> <li>• Landscape Survey Training Day, Greenwich Park, with the Royal Parks.</li> <li>• Supporting Members with Additional Support Needs (Online training).</li> <li>• In person, Early Medieval Textiles Activity Day, York.</li> </ul> <div style="display: flex; justify-content: space-around;">   </div> <p>In early 2024 we launched the new three-year YAC PASS, which members can use to access special offers and discounts at c. 325 sites, museums and heritage centres right across the UK.</p> <div style="display: flex; justify-content: space-around;">   </div>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

<b>Youth Resources</b>	<p>We continue to create new resources for our YAC groups members and the general public. For example, with the support of our student placements and a collaboration with English Heritage's Young Producers we created a bumper based on the 2023 Festival of Archaeology theme 'Creativity'. Funding from Cadw also enabled us to create a focussing on Welsh archaeology and heritage. The popularity of our resources and wider online content is best demonstrated by the fact that we have nearly doubled the number of unique visitors to the YAC website over the report period to c. 103,978.</p>
<b>YAC Impact Study</b>	<p>In September 2023 we recruited an external contractor to pilot activities and evaluation strategies aimed at members, in person and online, that will demonstrate the qualitative and quantitative impact of participation in the YAC and provide a methodology for future impact assessment on an annual basis. In addition, the contractor utilised the data gathered to provide an impact report for the participating YAC groups (10% of English clubs).</p> <p>The results of the study have been incredibly positive and will be shared publicly in the summer. The key takeaways are:</p> <ul style="list-style-type: none"> <li>• YAC has a powerful impact on enjoyment and nurtures a deeper, long-term passion for archaeology, heritage, and/or history.</li> <li>• YAC nurtures an interest in archaeology, heritage and/or history outside of sessions and encourages families to explore those interests together.</li> <li>• YAC is making a significant impact on members' interest and readiness to pursue archaeology, heritage and/or history in the future.</li> <li>• The knowledge and skills members learn at YAC have a positive impact on their confidence at school.</li> <li>• YAC nurtures teamwork, communication and creativity and has a wider impact on these skills outside of YAC.</li> <li>• Overall, members and their parents reported high levels of positive well-being.</li> <li>• Parents and carers identify a clear and direct link between increased happiness and participation in YAC, both short and, in some cases, long term.</li> <li>• YAC members feel welcome and have a strong sense of belonging.</li> </ul> <p>We have successfully secured funding to roll-out the Impact Study for the next three years, which will allow us to build and act on the data generated in a sustained and meaningful way.</p>
<b>Archaeology 8-25 Column</b>	<p>The youth engagement work of the CBA continues to be represented in British Archaeology magazine as a two-page spread, titled 'Archaeology 8-25'. Written by the Delivery and Engagement Manager, often in partnership with other individuals or organisations the CBA is working with, the column focuses on current issues impacting youth work within the sector, projects currently underway, and highlights the work of the YAC.</p>

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COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

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**Youth Governance**

In 2022 the CBA embarked upon the second project strand from the HE YAC funding. This is an 18-month youth governance project (followed by the development of a Young Leaders Pathway project) aimed at extending participation in the YAC up to the age of 18. These linked projects will broaden the scope of our diversity and inclusion within the CBA with a particular emphasis on a Youth Voice approach and aims to bridge the gap between the end of YAC membership (16) and higher education, apprenticeship and work opportunities which typically begin at 18+. The CBA began to build the framework for our Youth Advisory Board (YAB) in November 2022, beginning with training to introduce the idea of youth voice, leadership and partnership to stakeholders and teach those who will be directly working with the young people how to facilitate a youth governance programme and support the young people.

We launched the recruitment for the Youth Advisory Board (YAB), aimed at 18-25 year-olds, as part of the 2023 Festival of Archaeology Youth Day. Twenty-six applications were received for the YAB in just over two weeks, which exceeded our expectations, twelve were offered places on the YAB. To ensure we did not lose the interest of the remaining individuals we decided to create the Young Associate Network (YAN), aimed at 16-25 year-olds, which has grown to over 70 individuals.

The first meeting of the Youth Advisory Board was held on 21st September 2023, followed by three training sessions aimed at supporting the group. Following the completion of the training programme, the YAB members were invited to York for two days to meet the CBA staff team, visit the offices and meet with the CBA Board of Trustees, as well as a tour of the Minster and York Castle Museum. After the first six months our Youth Advisors told us they were feeling:



Our Youth Advisors attend monthly online meetings, are participating in our newly established CBA mentoring program and are participating in a whole gamut of different opportunities, which have included:

- Two members represented the YAB at the Archaeological Achievement Awards

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

	<p>(November 2023).</p> <ul style="list-style-type: none"> <li>• Six members participated in the YAC Impact Study Focus Group (paid opportunity) (December 2023).</li> <li>• Five members wrote a reflective editorial on the CBA's Letters to a Young Archaeologist project for British Archaeology magazine (December 2023).</li> <li>• One member was a panel speaker for English Heritage's Gateways to Heritage Event (March 2024).</li> <li>• One member was a panel speaker for Heritage Alliance's Heritage Days (March 2024).</li> <li>• Two members participated in the PUNS2 Impact Study Focus Group (paid opportunity) (March 2024).</li> <li>• One member was a panel speaker for CBA at the Annual CIFA Conference (April 2024).</li> <li>• Three members are currently working on the development and delivery of the Festival of Archaeology Youth Event, which will be held at Chester Castle in partnership with English Heritage (March-July 2024).</li> <li>• Two members provided an editorial on the new YAB manifesto for British Archaeology magazine (March 2024).</li> </ul> <p>We are about to embark upon a new co-created and co-produced project with the YAB, which will see them taking the reins and driving forward our youth engagement work at the CBA.</p> <p>You can meet our Youth Advisors by clicking .</p>
<p><b>Historic England Funding Success</b></p>	<p>The CBA has successfully secured funding to support our Youth Engagement work for the next three years. Historic England have provided us with £458,000, which is an increase of roughly a third on our previous three-year funded project. This new project builds on the activities and project work we have undertaken over the past three years and has been designed to embed, consolidate and sustain our youth engagement work. The key outputs are:</p> <ul style="list-style-type: none"> <li>• to sustain the core activities of the Young Archaeologists' Club across England for a further three years, to maintain the current network and encourage sustainable growth. This includes the delivery of volunteer training and the continuation of the YAC Impact Study.</li> <li>• an 18-month project to create a new YAC website with enhanced functionality to meet the growing and varying needs of the network and its users. This project will utilise a co-production and co-creation approach, working with 'Young Consultants' to develop the content, branding and dissemination strategy. To support the co-creation of the website we will employ two paid interns for a duration of nine months each.</li> <li>• over a 14-month period, we propose to work with external consultants and our YAC network to effect behaviour change that will lead to a more sustainable YAC, contribute to the reduction of the CBA's environmental impact and act as a catalyst for change for the wider CBA network.</li> <li>• provide core funding for our Youth Advisory Board programme to cover member expenses and equipment costs to mitigate barriers to participation for the CBA's Youth Advisory Board, to ensure sustained participation.</li> <li>• funding to allow the Youth Advisory Board to develop, manage and deliver their own youth engagement project on an annual basis, with the support and guidance of CBA staff. The Youth Advisory Board will develop the concept, budget and schedule, followed by managing the delivery and outcomes over a 12-month period.</li> </ul>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

<b>Membership, CBA Groups and Affiliates</b>	
<b>CBA Groups</b>	<p>We supported the important work of the 11 CBA Groups in England and Wales. We also continued to develop our relationship with our sister organisation Archaeology Scotland as well as supporting the Northern Ireland Archaeology Forum.</p> <p>We continued to hold quarterly meetings with the CBA Groups in England and Wales to facilitate networking and support across the groups and CBA. Working collaboratively with the CBA Groups we developed a new Memorandum of Understanding between the CBA and CBA Groups in 2022. This process provided an opportunity for the CBA and CBA Groups to discuss key opportunities to promote and support each other's work and highlight areas of potential for future development.</p> <p>The new CBA website has enabled us to better promote CBA Groups events and activities via updated and improved .</p>
<b>Taking the Temperature on the health of UK Archaeological Groups and Societies</b>	<p>Between October 2023 and January 2024 we undertook a rapid survey of archaeological groups and societies. The final report 'Taking the Temperature' summarises the research carried out with 257 groups and societies representing the grassroots archaeology sector, 133 of which are organisational members of the CBA, 121 of which are non-members, and three of which are no longer operating. The research took the form of online surveys, one-to-one discussions, and group discussions through a series of webinars.</p> <p>The aims of the research were to:</p> <ul style="list-style-type: none"> <li>• Understand the current state of community and grassroots archaeology;</li> <li>• Facilitate further research into the state of grassroots archaeology;</li> <li>• Draw from the findings to understand the implications for the CBA and the wider grassroots archaeological sector.</li> </ul> <p>Findings were:</p> <ul style="list-style-type: none"> <li>• Membership numbers, largely, are either staying the same or going down.</li> <li>• Demographically, the groups' membership is above the age of 60 and largely White.</li> <li>• Collectively, the groups' activities are many and varied, contributing significantly to the wider archaeological sector. However, the level of activities has gone down in recent years, with the ceasing of more costly activities, such as digs and some types of fieldwork.</li> <li>• There is a heartening number of groups undertaking activity in partnership of other heritage sector bodies, such as museums, local HERs, and archives.</li> <li>• Strongly held aspirations to work with youth, health and arts sectors are encouraging, However, these aspirations are not yet being realised, with a lack of capacity being the most cited reason for this.</li> <li>• The groups' challenges may be summarised as: an aging membership; an aging volunteer cohort; insufficient volunteers to sustain a healthy level of activity; a lack of expertise and access to equipment; a lack of training in several relevant areas; and in many cases, a lack of funding. Feeling siloed from commercial and academic archaeology sub-sectors is another finding from the one-to-one discussions.</li> </ul>

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**TRUSTEES' REPORT (CONTINUED)  
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	<ul style="list-style-type: none"> <li>• The groups' challenges may be extrapolated as being: a narrow, representational, demographic leading to entrenched attitudes and practices; a lack of understanding of how cross-sector working can lead to a potentially younger membership and routes to a wider reach generally; a need for training in specific areas; and a need to shift the perception of archaeology away from activity-led practice (digs and fieldwork) to more accessible, less expensive ways to engage with the heritage.</li> <li>• There is clearly a lack of understanding the relationship between developing audiences and attracting new members, given the low priority indication most groups allocated to 'audience development'.</li> <li>• Support required is commensurate with the challenges faced, and clearly falls into four main areas: reaching a younger audience to attract a younger membership and volunteers; more members; more volunteers; and funding/fundraising.</li> <li>• Factors that drove groups to close include: not enough volunteers; a lack of confidence and expertise, and in one case, a shift in strategic direction by the group's 'host body', which no longer saw a match to the group's own activities.</li> </ul>
<p><b>Report Recommendations</b></p>	<p>A set of strategic themes has emerged that need addressing to help support the vitality and growth of grassroots archaeology, prevent further loss in numbers, and better understand how the CBA can act as the sector support lead for grassroots archaeology.</p> <p>The themes are below, in no particularly order, with notable theme-intersections:</p> <ul style="list-style-type: none"> <li>• Audience research and development;</li> <li>• Engaging younger people;</li> <li>• Creating a live network of groups and societies;</li> <li>• Supporting the sector through training;</li> <li>• Promoting inclusivity and diversity;</li> <li>• Working towards a carbon net zero future;</li> <li>• Fostering cross-sector working;</li> <li>• Shifting the perception of archaeology;</li> <li>• The role of the CBA in transforming the sector, including advocacy and funding.</li> </ul> <p>The report will be made available via the CBA website and will help inform ongoing work to reimagine our networking role via the Heritage Fund project Reconnecting Archaeology, which commenced in April 2024.</p>
<p><b>Training</b></p>	<p>We did not offer a focused training programme during 2023, however, as part of the Festival of Archaeology we worked with the Enabled Archaeology Foundation to produce a simple guide on developing inclusive events. This guide has also been promoted to our affiliate membership and builds on our suite of guides designed to provide Festival event organisers and our wider network of members and supporters with tools and tips to support their activities throughout the year. Further guides and support material is being developed for 2024.</p> <p>We also continue to offer bespoke support and training on ad hoc basis for affiliate members as required. This support covers areas such as committee development and recruitment; social media and communications; safeguarding and risk management; and event delivery.</p>

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<b>Membership benefits</b>	<p>We published the bi-monthly British Archaeology magazine (circulation 7,000 per edition) and monthly e-newsletters.</p> <p>Provided help and support throughout the year to our members, including advice on participation in archaeological activities, advocacy and planning, and volunteering. We also provided advice and support to our affiliate members.</p>
<b>Membership numbers</b>	<p>We continue to see a challenge picture in our membership numbers as a direct result of a couple of difficult years following the Covid pandemic and the cost-of-living crisis. Overall membership numbers continue to show a slight decrease over the course of 2023/24.</p> <p align="center"><b>Members 2023-2024</b></p> <p align="center"><b>Subscribers 2023-2024</b></p> <p>Affiliate memberships have continued to decline slightly in the last year, 263 at the beginning of April 2023 and 250 at the end of March 2024. This is likely to be a result of the continued impact of the pandemic with many groups still paused.</p> <p>Subscription numbers to British Archaeology have also started to show a slight decrease during the last year.</p>

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<b>Reconnecting Archaeology</b>	<p>In November 2023 we applied for a grant to the National Lottery Heritage Fund to support a new 18-month project Reconnecting Archaeology. We heard in March 2024 that our application was successful and the project is due to commence in April 2024. The project will seek to bridge gaps and strengthen ties within the archaeological sector especially amongst grassroots organisations. By facilitating collaboration, knowledge-sharing, and networking opportunities, we aim to help create a more cohesive and supportive community.</p> <p>At the heart of this project is the reimagining of the CBA's role as a network organisation and reshaping how we connect with archaeology and grassroots archaeologists. We aim to present new forms of socially aware archaeology to a wider audience, helping to inspire fresh perspectives on archaeology and heritage. The project will strengthen our leadership and networking role as a network and umbrella organisation championing archaeology, supporting grassroots participation and engagement in archaeology. It will help us increase our own resilience and critically develop our understanding of, and ability to reach out to new audiences. These two issues are critical in underpinning grassroots archaeology in the UK and opening it up to wider audiences.</p> <p>To deliver this aim our project has two interconnected strands: building a resilient future for the CBA and the wider community archaeology network; and promoting best practice in engaging new audiences for grassroots community archaeology. The two strands are interconnected and in time we will work to draw them together as a single approach to underpin our support of grassroots archaeology.</p> <p>Supporting these two strands are four pillars of activity that will underpin our approach and help shape the future of the CBA, our network and grassroots archaeology:</p> <ul style="list-style-type: none"><li>• Audience research</li><li>• Reimagining membership and growing our network;</li><li>• Catalysts for change: reimagining archaeology through new approaches; and</li><li>• Organisational resilience (most specifically marketing, communications and branding)</li></ul> <p>Audience research is essential to this project and our future. We will underpin our activities by commissioning research from audience engagement specialists. This will update our understanding of the existing audiences for both the CBA and the wider network and identify how to serve them better. It will also identify new audiences, both audiences who are interested in archaeology, but not accessing opportunities for deeper participation, and audiences who do not think archaeology is for them.</p> <p>We believe the CBA's networking role is more important than ever, but it needs to be reimagined and reactivated to better reflect society today, the changing demographics of groups and to support our members and groups to address issues such as climate change, representation and sustainability.</p> <p>On announcing the award of the funding Helen Featherstone, Director, England, North at The National Lottery Heritage Fund said of the project: "We are delighted to support the Council for British Archaeology with this important resilience project. Thanks to money raised by National Lottery players, work will be undertaken to strengthen the archaeology sector, build relationships, develop new audiences and inspire more people to get involved. This project is a prime example of how we can support heritage organisations in building a long and sustainable future."</p> <p>Gail Boyle, Chair of the Council for British Archaeology's Board of Trustees emphasised how the project will support the CBA continue it role in championing grass roots archaeology. "Over the 80 years of its existence the CBA has</p>
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	successfully championed archaeology in all its forms. This additional funding will enable CBA to further capitalise on the importance of its sector networking role to ensure the whole archaeological community is better informed, learns from each other and can continue to deliver inclusive and inspiring future opportunities for anyone who wants to participate."
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**CBA Events**

**Festival of Archaeology**

In 2023 the Festival of Archaeology returned with a continuation of the hybrid format, offering a blend of on the ground and online events from 15 July to 30 July. The theme was 'Archaeology and Creativity' and over the course of the Festival there were 611 unique opportunities to engage in archaeology across the UK. This year we continued to develop the within the main CBA website and expand and update materials and guidance for event organisers. The introduction of new safeguarding measures was a significant change and alongside asking event organisers to confirm they had appropriate measures in place for their events, we provided guidance material and made the CBA safeguarding policy available as a template. Changes to insurance requirements meant that in 2023 we were unable to provide event organisers with insurance cover for their events. To support organisers through this transition we developed new guidance for the website and offered grants to organisers who needed to obtain insurance cover to deliver their event. Finally, new guidance was developed with the focusing on creating safe and welcoming events. Guidance documents were produced for organisers and participants highlighting simple actions to think about before, during, and after an event.

We once again saw a fantastic range of events and activities across the Festival fortnight including online conferences, guided walks, site visits, workshops, talks and creative activities. The CBA launched the Festival at Powis Castle, Wales in collaboration with the National Trust and the event celebrated the archaeology of the region with guided tours of the site and nearby Beacon Ring hillfort, handling collections, talks and art activities, and stalls from a range of local societies and organisations including the Portable Antiquities Scheme, the Gardens Trust, Clwyd-Powys Archaeological Trust, Heritage Watch, CBA Wales Ponthafren Community Garden, and Powysland Museum. As part of the day's events, we launched the Archaeological Achievement Awards, with judge and CBA Trustee, Fiona Gale officially opening nominations. Despite inclement weather, around 800 people attended throughout the day.

On the second day of the Festival we stayed at Powis Castle to deliver a Skills Day. This was delivered to a small group of pre-booked attendees and included workshops on excavation and geophysics delivered by Clwyd-Powys Archaeological Trust, a tour of the site focusing on the archaeology and surrounding landscape with National Trust archaeologist, Kathy Laws, and an art workshop focusing on creative practices inspired by the surrounding archaeology with artist and archaeologist Debbie Miles Williams.

Over the middle weekend we held a youth focused event at Stourhead in collaboration with the National Trust. The day was designed for young people aged 8-17 and focused on excavations in search of the lost Stourhead Castle. Participants learnt excavation techniques, had a go at geophysical survey with specialists from Magnitude Surveys and looked at how the current house and buildings at Stourhead are cared for.

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	<p>The penultimate day of the Festival saw us host a lecture at the Ahoy Centre in London. Our speaker was Lara Maiklem, the author of <i>Mudlarking: Lost and Found on the River Thames</i>, who entertained the audience sharing her mudlarking journey and the stories behind some of the artefacts she has found.</p> <p>To close the Festival we held a family fun day in Greenwich Park in partnership with The Royal Parks. The day included a large number of stall holders including CBA London, The Royal Parks, Portable Antiquities Scheme, Reading Riddle, and the Egypt Exploration Society. Throughout the day tours of the park's archaeology was delivered by Royal Parks archaeologist, Andrew Mayfield, and archaeologist Lara Band took participants on a multi-sensory tour around the park incorporating poetry and art with archaeology. The central focus of the day was a stage that saw talks and interviews with CBA President and TV presenter Raksha Dave and Inspector of Ancient Monuments at Historic England, Jane Sidell. There was also an interactive performance on the Great Fire of London by Reading Riddle and the Egypt Exploration Society gave a very entertaining presentation on the process of mummification. Over the course of the day an estimated 1,500 people attended the event.</p> <p>Digital activity across the fortnight included two This Is Archaeology lectures, An Evening with National Trust Archaeologists, our blog based A Day In Archaeology, and the X (formerly Twitter) based #AskAnArchaeologist Day. For our theme day we released a digital gallery showcasing the creative work of a range of archaeologists and artists and a workshop and guidance on how to create your own podcast. Over the course of the 16 days of the Festival, 457 unique events were delivered providing 611 opportunities to engage with archaeology.</p>
<b>Marsh Community Archaeology Awards</b>	<p>The Marsh Community Archaeology Awards were once again delivered by the CBA with nominations launching in February. The awards showcase excellence in archaeology, celebrating the passion and dedication of individuals and the outstanding contribution of archaeology projects which create social, cultural and environmental benefit.</p> <p>The 2023 awards ceremony was due to take place in London on the penultimate day of the Festival but due to train strikes it was decided to cancel the in-person awards ceremony. Instead the winners were announced online and CBA staff and Trustees visited the winners after the Festival to present their awards. This presented a new opportunity to find out more about the winners work and projects and showcase their achievements via the CBA's social media channels and British Archaeology magazine.</p>

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<b>Archaeological Achievement Awards</b>	<p>The Archaeological Achievement Awards showcase the very best of archaeology in the UK and Republic of Ireland. Previously known as the British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. Relunched in 2021, as the Archaeological Achievement Awards (AAA), the Awards have a new set of categories and cover the whole of the United Kingdom and Ireland.</p> <p>In 2023 we introduced a new award – Archaeology and Sustainability. This award is designed to celebrate the contribution archaeology can make to sustainability including making archaeological projects more sustainable or the contribution archaeology can make to the wider debate on creating a more sustainable future. The Archaeology and Sustainability award replaces the Innovation award with innovation now added to the cross-cutting themes.</p> <p>Following the opening of nominations during the Festival of Archaeology we once again saw a large number of high-quality nominations submitted. Our judging panel, made up of representatives from across the sector, had the difficult task of creating a shortlist of nominations and ultimately agreeing winners and highly commended nominees for each of the award categories – Engagement and Participation; Public Presentation or Dissemination; Learning, Training and Skills; Archaeology and Sustainability; and Early Career Archaeologist. The winners were announced on 24 November 2023 in a ceremony at the De Grey Rooms, York.</p> <p>The winner of the 2023 Outstanding Achievement Award, sponsored by AOC Archaeology, was the Roots In Time project who also won the Archaeology and Sustainability award. Details of all the winners and highly commended candidates can be found on the CBA website's .</p>
<b>This Is Archaeology lectures</b>	<p>The This Is Archaeology lecture series continued with a second year of lectures showcasing the latest research and a range of different approaches in archaeology. The lectures take place monthly via Zoom with plenty of time for the audience to ask questions included in the format. Speakers this year included:</p> <ul style="list-style-type: none"><li>• Jim Leary, author of Footmarks: A Journey into our Restless Past and lecturer at the University of York</li><li>• Rebecca Rennell from the UHI Outer Hebrides and Comhairle nan Eilean Siar's talking about the 'Uist Virtual Archaeology Project', winner of the 2022 Outstanding Achievement Award at the Archaeological Achievement Awards</li><li>• Peta Knott from the Nautical Archaeological Society</li><li>• Lawrence Shaw, archaeologist at Forestry England</li><li>• Jenni Butterworth of Drakon Heritage on the Staffordshire Hoard</li></ul> <p>As part of our 2024 80<sup>th</sup> anniversary celebrations our first lecture of the year was presented by CBA Executive Director, Neil Redfern reflecting on the CBA's role over the last 80 years and looking forward to the future. Since this change we now regularly see between 250-350 attendees at each lecture. Recordings of the lectures are free to access via the CBA YouTube channel.</p>

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<b>Conferences and external events</b>	<p>Throughout the year we have attended a range of conferences and events to promote the CBA's work and activities. These include the Chartered Institute for Archaeologists (CIfA), the Theoretical Archaeology Group (TAG), and European Archaeological Association conferences, and University Archaeology Day. Our new map-based activity called 'Places of Memory and Meaning' was brought to each event with a tailored question designed to encourage attendees to share places and archaeological sites that have meaning to them and why. We will continue to share the map along with a range of other activities at events throughout 2024 as part of our Reconnecting Archaeology project.</p> <p>At the CIfA conference in April 2023, we had the opportunity to highlight the work of Zulfiya Hamzaki, a Masters student in the Theatre, Film, Television and Interactive Media Department at the University of York. As part of her studies Zulfiya collaborated with the CBA to develop an interactive documentary (i-doc) called ' which presents personal stories of archaeology and heritage from recent migrants in the UK. By developing digital stories through a co-creative film process, the project aimed to reach new audiences in archaeology and facilitate conversations around inclusive storytelling practices in the sector. The i-doc is now regularly shared with audiences at CBA events.</p>
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**Casework and Advocacy**

<b>Responding to listed building casework as part of the role of a national amenity society</b>	<p>We help to protect historic buildings and sites in England and Wales through our casework. We have considered 8,433 Listed Building Consent and planning applications against our criteria for comment, assessed 4,031 in detail and responded with detailed advice to 313 applications in England and Wales over the year. Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.</p> <p>The CBA highlights how an archaeological approach to buildings enables an understanding of how the site has evolved and changed. We promote the continuity of informed change as being consistent with age-old approaches. Done well, adaptive reuse, which is based on an understanding of archaeological interest, can sustain and better reveal the significance of historic buildings.</p> <p>A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response.</p> <p>The CBA promote the adaptive reuse of standing structures which contribute to a sense of place instead of demolition and rebuild alternatives. We especially focus on this issue for redundant industrial sites where the contribution of large physically dominant complexes and once large local employers, to local identity and sense of place speak of past greatness that often informed the development of the local area in the 18th and 19th centuries.</p> <ul style="list-style-type: none"><li>• Healing's Mill, Tewkesbury: The CBA recommended a masterplan for the former flour mill / brewery, which would retain its status as a landmark in the historic town and would leave a legible record of the former industrial riverside area. We objected to plans which would have demolished large portions of the site, obscuring its scale and former use, and recommended that the applicants consider making connections with the adjacent Heritage Action Zone to develop a more heritage-led scheme for the site.</li></ul>
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The CBA promotes the sympathetic alteration of buildings, in keeping with their significance, whilst adding a legible contemporary layer of evolution to the site. Advice around such applications often involves ways to minimise harm to the legibility of its past and recommendations or guidance about conservation-led methodologies for building works.

- Agricultural buildings at The Griff House Hotel, Chilvers Coton: The CBA opposed the demolition of a range of farm buildings at George Elliot's childhood home that arguably inform the recurring backdrop of bucolic English countryside in her literature. Proposals sought to demolish the curtilage listed buildings and create a George Eliot Visitor Centre and Museum. We advised this would be best achieved in the existing structures.

This year we have seen an uplift in proposals for the adaptive reuse or refurbishment of public houses. These buildings often have high community value and a central position within local communities, making communities resistant to their loss. Provided there is evidence that ongoing use in their function as a public house is not viable, we recommend that successive phases of evolution and their historic use remain legible in any scheme.

- White Hart Inn, Caundle, Dorset: The CBA objected to the domestic overdevelopment of the site, suggesting that any new dwellings in the curtilage of the historic pub should not dominate the street scene and should reflect the character of the local area.

Other examples include

- The Valiant Trooper, Aldbury: , and
- The Three Horseshoes, East Spellbrook:
- Cross Gaits Inn, Blacko:
- The CBA frequently comment on proposals for disused historic farm buildings and offer advice around how to retain their significance without losing their agricultural character and evidence of their former uses. In particular, applicants are often unaware of the significance of internal fabric, and proposed internal changes which would alter the internal space (where historic form is dictated by function), use inappropriate materials and remove highly significant historic features; the CBA are able to offer advice on more suitable options.
- Cottages at Cororion, Bangor: The CBA advised that a scheme to return a pair of cottages from auxiliary agricultural buildings back to a habitable condition required an improved assessment of the site and a detailed scheme of works. The cottages appear to have originated as the principal farmhouse from an earlier date than the List description suggests. Whilst supportive in principle, the CBA were keen that a comprehensive scheme of works needed to be informed by a structural survey and use materials that would operate sympathetically to the historic building construction. <https://casework.jcnas.org.uk/appl/191928>
- Eastward Farm, Penrith: The CBA are thrilled to see that the continued efforts of planning officers at LDNPA and applicants, along with advice from the CBA and Georgian Group, has resulted in an ultimate planning approval for a scheme of conservative repair and adaptation of the farmhouse and principal barns. The CBA were instrumental in the upgrading of the site from Grade II to Grade II\* in 2022 to reflect the rare survival of fragile internal fabric. This upgrading has set a proportionately high bar for a conservation led scheme of works that retains the site's high archaeological interest in its built fabric. <https://casework.jcnas.org.uk/case/119758>

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We have worked with LPA case officers and applicants' agents to secure improved designs for extensions and alterations, particularly those which are over-scaled and would dominate the historic building and harm the legibility of its historic character and development.

- Washhouses to the rear of Alma Terrace, Portland: A proposed conversion scheme would have doubled the scale of the outbuilding, as well as removing internal evidence of its historic use. This would have had a negative impact on its evidential value and on the entire rare surviving row of Grade II listed washhouses. The CBA objected, alongside the Georgian Group and Historic England, and the application was rejected.
- Gorphwysfa, Llanengan, Pwllheli: Llanengan's special interest as a conservation area relates to its legibility as a historic rural hilltop settlement. The age, vernacular character and prominence within the streetscape means Gorphwysfa makes a positive contribution to this character. The site's sensitivity to unsympathetic development is further enhanced by being within the AONB. The CBA objected to the over scaled replacement of a series of diminutive outbuildings with an overtly domestic structure composed of their cumulative massing and advised more sensitive criteria for an alternative scheme.

Well intentioned schemes for adaptive reuse can often lack the understanding of how the plan form and character of a site contribute to its significance as illustrating a particular building typology. As a result, schemes for adaptive reuse can miss opportunities to retain and reveal the legibility of the significance associated with a building's past use. This equates to unjustified harm to a building's evidential value (or archaeological interest).

- The Regent Cinema, Lyme Regis, Dorset: The CBA raised concerns about a proposed scheme of adaptive reuse for a fire-damaged historic cinema which would have changed the building's scale, form, and internal plan. The application was later withdrawn.
- Lodge Farm, Cundall: The CBA provided advice about necessary details of interventions into the historic fabric as part of the domestic conversion of an agricultural range of buildings to a wedding venue. This included the extent of subdivision, introduction of appropriate materials and consideration of maintaining the historic character of the buildings.

The CBA looks for urban redevelopment schemes to retain the historic grain and character of places. This is best achieved by adapting standing structures to a new use and respecting the scale, massing and materials that characterise an area in new buildings.

- 3 – 7 Coney street and 19 – 33 Coney street, York. The CBA have commented on revised proposals for this large site in central York. The design of contemporary additions has been improved but their scale and massing would impact on the character of this part of York's Central Historic Core Conservation Area. The CBA maintain that the creation of c.400 student lets is driving a scheme that would compromise the distinct identity of a number of listed buildings, compromise alternative future residential use and cut across the historic grain of long linear plots between Coney Street and the river. The CBA continue to advise on how harm to the historic environment could be reduced as part of developing these neighbouring sites. and
- 80 Broad Street, Birmingham: The CBA objected to the proposal to cantilever a 42 storey tower over a handsome early 19th century Grade II hospital building. What became the Royal Orthopaedic Hospital began as the first 'lying in' hospital

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	<p>in the Midlands. Operating as a charity from 1842 to 'supply proper medical and obstetric attendance to poor married women' and 'relief in the diseases incident to women and children', the site is an important part of the nation's health and welfare heritage. The CBA were pleased to see the application that would have dwarfed the intentionally dominant building within the streetscape refused.</p> <p>The CBA often review and comment on applications that propose a level of intervention into built fabric that can be viewed as partial demolition, often presented as repairs. We believe that partial demolition should be minimised and justified by taking a conservation led approach to repairs. We regularly advise that the level of demolition / consolidation of structures should be specified by CARE accredited structural engineers to assess how much of a building can be retained and strengthened. CARE (Conservation Accreditation Register for Engineers) have produced guidance for their members on the correct procedures to follow. The quantity of intensive ill-informed interventions we have reviewed this year made us pleased to endorse this guidance. Examples of this type of casework are:</p> <ul style="list-style-type: none"> <li>• <b>5 Market Place, Wisbech:</b> Following a catastrophic fire applicants sought to demolish the remaining structure to an extent that lacked sufficient justification and we believed could be scaled back through a more conservation led approach to the post fire restoration.</li> </ul>
<p><b>Campaigning for the historic environment through supporting local groups</b></p>	<p>We are regularly contacted by local organisations looking for our support on local campaigns to conserve aspects of their local historic environment. This year these have included:</p> <ul style="list-style-type: none"> <li>• Paignton Picture House: We have supported the Paignton Picture House Trust in their proposals to bring a Building At Risk back into a sustainable community use:</li> <li>• Mission Church, St Leonard's-On-Sea: We supported local residents in objecting to the demolition of an architecturally distinguished 1950s small church. Planning permission for its demolition was refused.</li> <li>• 15 Southwark Street, London: We objected to the demolition of the last elements of this nineteenth century building, after being alerted by local objectors. The facade had been left unstable after partial demolition during large-scale development.</li> <li>• The Jolly Waggoners, Much Hadham: The CBA objected to the demolition of the disused pub after the National Amenity Societies were alerted by a member of the public. We judged that the building was structurally sound, of heritage value, and should be reused. The demolition was later refused permission.</li> <li>• PZ Gallery site, Penzance: We supported the Penzance Civic Society's objections to the redevelopment of a large site adjacent to the Penzance seafront, as we considered that the new proposed blocks were overly large and out of character for the area.</li> </ul>

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- Catholic Church in Batheaston: We supported local residents who called for the adaptive reuse of a modernist former church in Somerset, instead of its demolition and replacement:
- Gospel Hall, Worthing: We supported the Worthing Civic Society's objection to the demolition of the locally listed mid-nineteenth century community building and adjacent terrace house. The proposal for the redevelopment of the site was refused.
- 64 Clapham Common, London: After we were notified by a local resident, we objected to the demolition of a neglected historic building, one of the last surviving from Clapham Common's rural past.
- Rawlings Farm, Seer Green: The CBA supported the Seer Green and Jordans Society, who objected to the demolition and replacement of a locally listed Arts and Crafts farmhouse. The application was later withdrawn.
- The CBA are grateful to the Save Ash Level group for alerting us to the proposal for a 205 acre solar farm in the setting of Richborough Bluff and its Roman Fort

The CBA offer advice on developments which are likely to have an effect on highly significant archaeological sites, including on their setting. We are reviewing an increasing number of applications for very large solar farms, which have potential for considerable impact on landscape character as well as buried archaeology. Whilst we support the need for a move towards green energy production it is important that infrastructure is developed in appropriate locations and on a scale that doesn't result in unnecessary harmful impacts to valued landscape character and other important aspects of the historic environment.

- Goshall Valley, Ash, Kent: The CBA provided advice to reduce the scale of harmful impacts from a solar farm in the Wantsum Channel. Appreciating the subtle raise in topography towards Richborough within the landscape is central to its significance as why the Romans chose this exact location to enter the British Isles. We expressed concern that key views towards Richborough Bluff from the south, between Ash and Sandwich, had not been evaluated. We further advised that the archaeological potential for significant deposits meant archaeological evaluation should inform a detailed design of any potential scheme pre-determination.
- The Ridings, Cleat Hill, Bedfordshire: the CBA objected to the development of new housing below a hillfort which is a Scheduled Ancient Monument. The urbanisation of the setting of the monument would have had a clear negative impact. We recommended that the proposed development was altered to be less dense, smaller in scale, and of a more sensitive character for the location.
- Upper Battleborough Farm, Brent Knoll, Somerset: the CBA objected to a new farmshop and activity centre with carpark in the setting of a Scheduled Ancient Monument. The development would have been intrusive in the primarily rural area and would have set a precedent for development to encroach on the monument's setting.

The CBA advocates for archaeology which provides clear public benefit through the incorporation of public engagement and participation strategies into the archaeological mitigation of development sites. This maximises the potential for improved sense of place and understanding of the past among local communities from archaeological fieldwork that is carried out. The CBA recommends that strategies for public participation are included at tender stage to ensure resources are available. The CBA promote ALGAO Scotland's recently published guidance Delivery of Public Benefit and Social Value Guidance for Archaeology in the Planning Process,

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	<p>which sets out a staged approach for best practice in involving the public with archaeological works that develop place-shaping strategies and reinforces local identity. Despite being Scottish planning guidance, the CBA recommends that this represents a proportionate approach to mitigating the impacts of development-led archaeology by delivering public benefits.</p> <ul style="list-style-type: none"><li>• Former Friar Gate Goods Yard, Derby: The CBA advised that the redevelopment of this site for housing had the potential to deliver enhanced public benefits through public participation and engagement as part of the archaeological strategy for the development. The Stafford Street end of the site is known to have high potential for medieval and post medieval remains. The CBA advised that the redevelopment of this site presents an opportunity to meaningfully engage local people through place shaping activities with the archaeology on site.</li></ul> <p>The CBA were part of the Save Liverpool Street Station campaign (LISSCA) alongside other National Amenity Societies and local groups. The group advocates for a heritage-led scheme for the renewal of the central London train station. Caseworkers attended meetings, helped to create campaign materials, and publicised the heritage impacts of the proposed redevelopment of the station. The CBA submitted an extensive response to the proposed development outlining our concerns over the demolition of large portions of the listed building, the over-scaled upwards development, and the plan to cantilever a new structure over the Grade II* listed Great Eastern Hotel.</p>
<p><b>Running the casework database for the JCNAS</b></p>	<p>In 2022 the CBA successfully launched a new casework database for shared use by the Joint Committee of National Amenity Societies (JCNAS). The database is tailored to NAS caseworker needs but is also a publicly accessible platform that can be used by individuals and interest groups for monitoring planned changes to the historic environment. In 2023 we welcomed a seventh national amenity society, The Gardens Trust, onto the shared platform.</p> <p>Having made a few additions and adjustments to the shared database to accommodate the working methods of the Gardens Trust, they are now fully up and running and enjoying the efficiencies it brings to their work and communications. The JCNAS casework database enables us to record and share information about specific cases and maintain an overview of the notifications we receive. We have seen a considerable uplift in the number of applications that planning authorities notify the JCNAS of since 2019. In this financial year we have received:</p> <ul style="list-style-type: none"><li>• Over 10,000 notifications and consultations to the JCNAS.</li><li>• The JCNAS receive (approx.) 57% more applications than in 2019.</li><li>• The increase in notifications that fall within the CBA's remit for comment has increased by 69% since 2019.</li><li>• The JCNAS clearly has a growing role within heritage protection measures built into the planning system. With adequate resourcing the NASs could further develop this role to better deliver the associated public benefits. This would require increased human capacity to respond to a larger proportion of the applications we are notified of and consulted on.</li></ul>

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<p><b>Offering volunteering and work experience in the heritage sector</b></p>	<p>The CBA is proud to offer early career experience within the heritage sector. We have hosted internships and fixed term work placements with our casework team to provide recent graduates and training apprentices with relevant work-based experience that supports the development of their careers in the sector.</p> <ul style="list-style-type: none"> <li>• In 2023 we hosted a historic environment research coordinator apprentice, on secondment from Historic England to assess and respond to CBA casework, under caseworker guidance.</li> <li>• We have hosted three students from the Cultural Heritage Management Masters programme at the University of York.</li> <li>• We manage the JCNAS casework database with the valued support of a team of volunteers. The rise in planning notifications has required an increase in the size of our volunteer team. In 2022 we have been operating with 33 volunteers.</li> </ul>
<p><b>Responding to national archaeological issues in an advocacy capacity</b></p>	<p>We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform.</p> <p>We have responded to policy consultations this year from DEFRA, DLUHC and Historic England such as:</p> <ul style="list-style-type: none"> <li>• Consultation on Protecting Hedgerows. DEFRA</li> <li>• Plan-making reforms: consultation on implementation. DLUHC.</li> <li>• Consultation on additional flexibilities to support housing delivery, the agricultural sector, businesses, high streets and open prisons; and a call for evidence on nature-based solutions, farm efficiency projects and diversification. DLUHC</li> <li>• Climate Change and Historic Building Adaptation Historic England Advice Note. Historic England</li> <li>• Operational reforms to the Nationally Significant Infrastructure Project (NSIP) consenting process. DLUHC.</li> </ul> <p>We have monitored and responded to a growing number of university archaeology departments that are closing, reducing teaching numbers or being put at threat. We provide the secretariat for University Archaeology UK and have been supporting their advocacy with Ministers directly and via the All Party Parliamentary Archaeology Group.</p>

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	<p>The CBA continues to play an active role in multiple advocacy groups to support our purpose, vision and mission in championing archaeology and public participation in archaeology.</p> <ul style="list-style-type: none"> <li>• The CBA collaborates and actively co-ordinates our national advocacy work with the Chartered Institute for Archaeologists (CIfA), via a joint Memorandum of Understanding. This focuses on all aspects of advocacy and promotion of archaeology bringing together CIfA's technical and professional remit and the CBA's wider public reach in support of archaeology.</li> <li>• The CBA is an active member of The Heritage Alliance, within which we sit on the Spatial Planning Advocacy Group (SPAG) and Rural Heritage Advocacy Group (RHAG).</li> <li>• The Historic Environment Forum (HEF). Our Executive Director sits on the HEF Steering Group and main Forum and we are members of the Historic Environment Planning Reform Group (HEPRG).</li> <li>• Our Executive Director sits on the Heritage Counts Delivery Board as a representative of HEF.</li> <li>• In collaboration with Historic England, the CBA co-chairs the sector wide Health and Wellbeing Working Group – a new cross-sector group looking at better articulating, evaluating and celebrating the benefits heritage can contribute in terms of people's health and well-being.</li> <li>• The CBA is a member of the Countryside and Wildlife Link, through which we feed historic environment considerations into natural environment-led responses to government consultations. This year these have included the Government's new agri-environment schemes.</li> <li>• The CBA provides the secretariat for The Archaeology Forum (TAF) and supports its role in providing a secretariat for the All Party Parliamentary Archaeology Group (APPAG).</li> <li>• The CBA provides the secretariat for University Archaeology UK (UAKU), supporting university archaeology departments.</li> </ul>
<p>CBA Casework and Advocacy in Wales</p>	<p>We continued to meet our casework targets for Wales. Between 1st April 2023 and 31st March 2024, 584 applications were assigned to the CBA. Out of these, 343 were assessed in detail and 27 responses provided with letters of support, objection, or advice.</p> <ul style="list-style-type: none"> <li>• We have been an active member of the Minister's Historic Environment Group and the Local Heritage sub-group.</li> <li>• Cultural Strategy</li> <li>• Proposed Budget cuts to Cadw and Royal Commission</li> <li>• CBA continues to host the Secretariat of the Wales Heritage Group (WHG). The CBA coordinated a response to the Welsh Government's draft guidance on Public Commemorations in Wales on behalf of the Group. Meetings have continued to be held virtually since Covid. The CBA also coordinated the submission of a listing application for an at-risk historic pub in Penpergwm after concerns were raised by the group.</li> <li>• Group membership has been increasing and a representative from Cadw now attends the meetings to provide an update and answer member questions. We have produced and circulated four issues of Wales Heritage Exchange on behalf of the Wales Heritage Group of amenity societies.</li> </ul>

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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#### 4. Notes

##### Income Generation

Although much of the information and services are provided free of charge to further the charity's objectives, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

##### Grant-Making Policies

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

##### CBA Travel Bursaries

To ensure that we mitigate as many barriers to participation as possible for those attending CBA youth events, we offer travel bursaries and lunch to participants (young people, YAC members and volunteers, etc.).

As part of the development of the Youth Advisory Board we also undertake a survey to explore access requirements for the Young Advisors, purchasing equipment and other necessary support resources. We have also established a 'Rewards and Remuneration' package for the YAB, which covers the costs of travel, accommodation and subsistence to events/activities and rewards them for their time through incentives, such as vouchers, CBA membership, etc. Where the YAB and/or the YAN are invited to support other projects internally and externally, we also work with the project leads to ensure their time and costs are rewarded and remunerated.

Travel bursaries are also offered to all shortlisted candidates of the Archaeological Achievement Awards. In order to be as equitable as possible, the size of each travel bursary offered was based on the individual needs of each applicant, with an emphasis on supporting early career archaeologists and representatives from voluntary groups but we aim to provide support to as many nominees as possible. In 2023 the travel bursary was sponsored by Prospect.

##### Main Activities Undertaken to Further the Charity's Purpose for Public Benefit

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of the CBA's remit where the eventual impact may be difficult to quantify and result from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

##### Environmental Policy

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the recycling of material wherever possible. This ethos flows into the outreach work of the CBA – encouraging others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible whilst also maintaining vital income streams where necessary.

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

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**5. Achievements and Performance**

**Review of Activities**

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment.

It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their collective voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through bodies such as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed online Casework Hub.

This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

The successful establishment of the CBA's Youth Advisory Board (YAB) and the Young Associate Network (YAN) has been the primary focus of the Youth Engagement Team's work throughout the report period, alongside the on-going work to support and sustain the Young Archaeologists' Club (YAC) and secure future funding. It forms the basis for our strategy to develop our 16+ offer, building a pathway from the YAC, through to higher education/work/apprenticeships etc. We are now embarking on the next phase of this work, to support the development of a YAC Young Leaders Pathway aimed at 16-17 year-olds (although we will explore lowering the age-range as part of our consultation work over summer 2024). This piece of work will be co-created by the YAB, YAN and our older YAC members, to ensure it is youth-proofed and relevant to our current and future members. The successful funding grant to HE in spring 2024 will ensure that this work is sustainable and has long-term impact. It also allows us to continue to build the infrastructure required, such as a new website, guidance and training, that guarantees our youth offer continues to grow and shape other areas of our work.

The Festival of Archaeology continued to offer a hybrid format with on the ground and online events delivered across the UK from 15 July to 30 July. The theme was 'Creativity and Archaeology' and over the course of the Festival there were 611 opportunities to engage in archaeology.

Once again, we saw a high level of engagement from event organisers from across the sector including commercial organisations, local groups and societies and museums and heritage sites. Events included guided walks and tours, craft activities, site visits and opportunities to develop archaeological skills and family fun days.

In 2023 we produced an impact report reviewing the Festival from 2020-2023. The report highlights the achievements of the Festival as well as outlining areas of focus for us to continue to develop in coming years. Throughout this period we saw consistently positive responses from both event organisers and

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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participants with at least 19 out of 20 Festival attendees said they would attend another Festival event in the future and almost half of respondents attending to two or more events. 100% of event organisers would participate again. Our engagement levels have remained strong with over 1million engagements and a reach of over 270 million across the 4 years of the impact study. The Executive Summary of the report is available via the .

Our AGM was held on 9 February 2024 and was hosted online. It included the launch of the Marsh Community Archaeology Awards and our annual De Cardi Lecture which was presented by Dr Amara Thornton and titled 'Peopling Archaeology's Past with Beyond Notability'. Dr Thornton is a Research Fellow at the Institute of Classical Studies, University of London, and Co-Investigator of the 3 year AHRC funded project "Beyond Notability: Re-Evaluating Women's Work in Archaeology, History and Heritage, 1870-1950". Following her lecture launched the 2024 Festival of Archaeology with the theme of Archaeology and Creativity was launched by CBA President, Raksha Dave and newly elected CBA Chair of Trustees, Gail Boyle.

We were also delighted to confirm the election of Mr Peter Liddle, as Honorary Life Member of the Council for British Archaeology.

Peter Liddle has been the driving force behind Leicestershire Fieldworkers, a great supporter of the CBA Festival of Archaeology and the CBA and the former County Archaeologist for Leicestershire and Rutland.

Peter first worked on excavations in Leicester City Centre in the early 1970s, including the Austin Friars in 1973. Later in the 1970s he was appointed senior Archaeological Survey Officer, heading up a team which set up the Sites and Monuments Record for Leicestershire and Rutland. During this time, he set up a network of Leicestershire Fieldwalking groups. The public-facing side of archaeology was always at the forefront of Peter's role and apart from fieldwork groups, he also helped many university students and volunteers, plus ran a number of very successful events in the 1979s - 90s including Bringing the Past To life at the Jewry Wall Museum. Following local gov reorganisation in 1997, Peter became a senior archaeological officer and continued with his public activities including lectures, guided tours and events. In particular, he has organised Leicestershire Events for the CBA's Festival of Archaeology since it started - the county having one of the largest programmes nationally. Peter was appointed MBE for his work with public archaeology.

This year also saw us deliver the Archaeological Achievement Awards for the third time, showcasing the very best of archaeology. Formerly the British Archaeological Awards and relaunched in 2021, as the Archaeological Achievement Awards (AAA), the awards have a new set of categories and cover the whole of the United Kingdom and Ireland.

In 2023, following the opening of nominations during the Festival of Archaeology we once again saw a large number of high-quality nominations submitted across the categories – Engagement and Participation; Public Presentation or Dissemination; Learning, Training and Skills; Archaeology and Sustainability; and Early Career Archaeologist. The winners were announced on 24 November 2023 in a ceremony at the de Grey Rooms, York.

The winner of the 2023 Outstanding Achievement Award was the Roots In Time project who also won the Archaeological and Sustainability award. Details of all the winners and highly commended candidates can be found on the CBA website ([https://www.cba.org.uk](#)).

Our statutory casework continues to underpin our wider advocacy work and forms an important element of our charitable status and the public benefit we deliver. Through our advice we help to protect historic buildings and sites in England and Wales through our casework. This year we have considered 8,433 Listed Building Consent and planning applications against our criteria for comment, assessed 4,031 in detail and responded with detailed advice to 313 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings,

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

The favourable financial position at the end of 2023-24 is largely down to the CBA's success in securing grant and sponsorship support throughout the year. This has enabled us to support our reserves and to continue to invest in our digital infrastructure and processes.

We have benefited from longer-term core funding from Historic England for our Youth Engagement work and the Festival of Archaeology. This has enabled us to develop 3-year programmes and more resilient delivery.

#### Breakdown of 2022-2023 Income

Sponsorship, donations & legacies	£139,402
Grants	£306,711
Membership	£186,653
British Archaeology Magazine	£77,744

We are undertaking further work to improve our fundraising position and how we seek donations and legacies.

#### Investment Policy and Performance

The Trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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#### 6. Financial Review

##### Going Concern

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing off the 2023-24 accounts. The Trustees believe that adopting the "going concern" approach is a reasonable one for the following reasons:

- Firstly, the organisation has cash reserves which provide modest headroom against variance from our forecast cash flow.
- Secondly, management continue to seek savings on existing activities and delivery to ensure we move towards a balanced annual budget.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees and Executive Management Team maintain a tight financial oversight on expenditure to maintain headroom and ensure the financial stability of the Charity.

The successful award of £249,000 from the National Lottery Heritage Fund for our Reconnecting Archaeology project will support the resilience of the organisation over 18 months from April 2024.

##### Principal Funding

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and Cadw who help to support the Young Archaeologist's Club and the Festival of Archaeology and our work on planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core costs of the Young Archaeologist's Club between 2024 and 2027 and they continue to support the Festival of Archaeology with our next three-year funding application to be submitted in January 2025.

Our membership income is broadly static with a slight decrease in the most recent 2 years. Sponsorship and donations come from a range of public and private sector organisations and individuals and increasingly form a core area of our funding.

##### Reserves Policy

During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organisation to meet the ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves to at least one month of then current operating costs by the end of Year 2 of the business plan and two months by end of Year 4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In reality the cost of living crisis has made further investments in our reserves very difficult and we have not met our target of an additional £20,000 of reserves in this financial year.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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#### 7. Structure, Governance and Management

##### Constitution

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019-20, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

##### Method of Appointment or Election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariat of staff and various voluntary advisory committees.

##### Policies Adopted for the Induction and Training of Trustees

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register.

Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

##### Pay Policy

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with the CBA's commitment to equity and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out-of-pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

##### Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

The CBA has embarked upon a programme of auditing all its current policies and assessing which need to be updated and others which need developing. During the report period the CBA employed a number of consultants to undertake the first phase of this work. Three policies were updated and a further five policies were created, including a new Third-Party Safeguarding Policy and Environmental Policy, focusing on working towards Net Zero. This work will continue into the next report period.

##### Structure, Governance and Management

The ongoing impact of Covid continues to leave the CBA with many challenges, and these are now being extended by the current economic climate and cost of living crisis. Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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The CBA continues to respond by developing the hybrid format of its services and events such as the Festival of Archaeology, and providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website. What we have learnt will change our approach to future engagement and we know we have much ground to cover. Our YAC clubs continue to need support to return to in-person operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

The year has helped us continue our focus on our core areas of work, the five activity areas which are our strongest in terms of delivery, reach and purpose. They support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, *Strategy for Growth 2021-25*, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next four years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and Twitter (now known as X), and additional Twitter (now known as X) accounts for YAC and Festival of Archaeology's Ask an Archaeologist Day have a growing number of followers that we will continue to build. Translating this reach into income will be an important focus moving forward.

Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement.

Our social media platforms will also play a key part in achieving the five key goals outlined in the *Strategy for Growth* business plan and, like many membership organisations, we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key hub through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into an active set of behaviours to help shape our approach and to challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

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COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024

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STATEMENT OF TRUSTEES' RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2024

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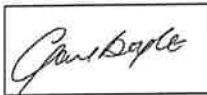
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

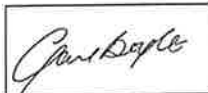
Approved by order of the members of the board of Trustees and signed on its behalf by:



**Mrs G Boyle**  
(Chair of Trustees)  
Date:

Approved by order of the members of the board of Trustees on  
and signed on their behalf by:

13th November 2024



**Mrs G Boyle**  
(Chair of Trustees)

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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#### Opinion

We have audited the financial statements of Council for British Archaeology (The) (the 'charity') for the year ended 31 March 2024 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COUNCIL FOR BRITISH ARCHAEOLOGY (THE) (CONTINUED)

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#### Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

#### Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COUNCIL FOR BRITISH ARCHAEOLOGY (THE) (CONTINUED)

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#### Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the company and sector in which it operates;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation, food safety regulations and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- inquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COUNCIL FOR BRITISH ARCHAEOLOGY  
(THE) (CONTINUED)**

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There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance.

Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to inquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

**Use of our report**

This report is made solely to the charitable members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Jonathan Day, ACA (Senior Statutory Auditor)**  
**Streets Audit LLP**  
Chartered Accountants  
Statutory Auditors  
Enterprise House, 38 Tyndall Court  
Commerce Road  
Lynchwood  
Peterborough  
Cambridgeshire  
PE2 6LR

Date:

11 December 2024.

Streets Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Donations and legacies	11	-	40,275	40,275	78,872
Charitable activities	12	351,823	437,619	789,442	588,307
Investments	13	-	161	161	26
<b>Total income</b>		<b>351,823</b>	<b>478,055</b>	<b>829,878</b>	<b>667,205</b>
<b>Expenditure on:</b>					
Charitable activities	14	501,986	345,890	847,876	750,183
<b>Total expenditure</b>		<b>501,986</b>	<b>345,890</b>	<b>847,876</b>	<b>750,183</b>
<b>Net (expenditure)/income</b>		<b>(150,163)</b>	<b>132,165</b>	<b>(17,998)</b>	<b>(82,978)</b>
Transfers between funds	22	99,963	(99,963)	-	-
<b>Net movement in funds</b>		<b>(50,200)</b>	<b>32,202</b>	<b>(17,998)</b>	<b>(82,978)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		76,298	-	76,298	159,276
Net movement in funds		(50,200)	32,202	(17,998)	(82,978)
<b>Total funds carried forward</b>		<b>26,098</b>	<b>32,202</b>	<b>58,300</b>	<b>76,298</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

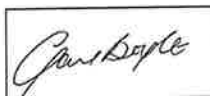
The notes on pages 43 to 59 form part of these financial statements.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**BALANCE SHEET  
AS AT 31 MARCH 2024**

	Note	2024 £	2023 £
<b>Current assets</b>			
Stocks	19	4,771	4,771
Debtors	20	78,361	125,043
Cash at bank and in hand		228,780	249,593
		311,912	379,407
Creditors: amounts falling due within one year	21	(253,612)	(303,109)
		58,300	76,298
<b>Net current assets</b>		58,300	76,298
<b>Total assets less current liabilities</b>		58,300	76,298
<b>Net assets excluding pension asset</b>		58,300	76,298
<b>Total net assets</b>		58,300	76,298
<b>Charity funds</b>			
Restricted funds	22	26,098	76,298
Unrestricted funds	22	32,202	-
		58,300	76,298
<b>Total funds</b>		58,300	76,298

The financial statements were approved and authorised for issue by the Trustees on 13th November 2024 and signed on their behalf by:



**Mrs G Boyle**  
(Chair of Trustees)

The notes on pages 43 to 59 form part of these financial statements.

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COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2024

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	2024 £	2023 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(20,652)	61,469
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	(161)	(26)
<b>Net cash used in investing activities</b>	(161)	(26)
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	-	-
<b>Change in cash and cash equivalents in the year</b>	(20,813)	61,443
Cash and cash equivalents at the beginning of the year	249,593	188,150
<b>Cash and cash equivalents at the end of the year</b>	<u>228,780</u>	<u>249,593</u>

The notes on pages 43 to 59 form part of these financial statements

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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#### 8. General information

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

#### 9. Accounting policies

##### 9.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Council for British Archaeology (The) 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.

##### 9.2 Going concern

The Charity has reported a small deficit in 2023 and the Trustees have forecasted a small surplus for 2025 however the Charity has sufficient reserves and cashflow resources to fund the deficit. The Trustees are monitoring cashflows very closely with detailed budgets and forecasts prepared. The Trustees are confident the trust can meet its liabilities as they fall due for the next 12 months from the date the financial statements are approved.

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COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024

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9. Accounting policies (continued)

9.3 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Membership and subscription income are included in the Statement of financial activities when the Charity is entitled to the income. Where amounts relate to the provision of future services income is deferred and included in creditors as deferred income.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Charity's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

9.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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**9. Accounting policies (continued)**

**9.4 Expenditure (continued)**

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**9.5 Government grants**

Government grants are credited to the Statement of financial activities as the related expenditure is incurred.

**9.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**9.7 Gift Aid**

In the case of a Gift Aid payment made within the Group, income is accrued when the payment is payable to the Parent Charity under a legal obligation. Measurement is at the fair value receivable, which will normally be the transaction value.

Where the right to receive Gift Aid has been established, the amount receivable is recognised as investment income in the Statement of financial activities.

**9.8 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**9.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**9.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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## COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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#### 9. Accounting policies (continued)

##### 9.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

##### 9.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 9.13 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight-line basis over the lease term.

##### 9.14 Pensions

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent ad-ministered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees..

##### 9.15 Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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**10. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**11. Income from donations and legacies**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Donations	-	18,015	18,015
Gift Aid	-	22,260	22,260
	<u>-</u>	<u>40,275</u>	<u>40,275</u>
	<u><u>-</u></u>	<u><u>40,275</u></u>	<u><u>40,275</u></u>
	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Donations	12,722	24,496	37,218
Gift Aid	-	41,654	41,654
	<u>12,722</u>	<u>66,150</u>	<u>78,872</u>
	<u><u>12,722</u></u>	<u><u>66,150</u></u>	<u><u>78,872</u></u>

**12. Income from charitable activities**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Young Archaeologists Club	109,526	-	109,526
Membership	-	160,443	160,443
Information & communications	219,617	178,443	398,060
Capacity Building & promotion	22,680	98,733	121,413
	<u>351,823</u>	<u>437,619</u>	<u>789,442</u>
	<u><u>351,823</u></u>	<u><u>437,619</u></u>	<u><u>789,442</u></u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024

12. Income from charitable activities (continued)

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Young Archaeologists Club	53,732	-	53,732
Membership	-	199,064	199,064
Information & communications	68,210	154,402	222,612
Capacity Building & promotion	-	112,899	112,899
	<u>121,942</u>	<u>466,365</u>	<u>588,307</u>

13. Investment income

	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Bank interest received	<u>161</u>	<u>161</u>

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Bank interest received	<u>26</u>	<u>26</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**14. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total 2024 £</b>
Young Archaeologists Club	110,040	-	<b>110,040</b>
Membership	-	24,016	<b>24,016</b>
Information & communications	283,062	-	<b>283,062</b>
Capacity Building & promotion	66,305	-	<b>66,305</b>
Conservation & community	42,579	42,096	<b>84,675</b>
Support costs	-	279,778	<b>279,778</b>
	<u>501,986</u>	<u>345,890</u>	<u><b>847,876</b></u>

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total 2023 £</i>
Young Archaeologists Club	27,120	70,232	97,352
Membership	-	15,872	15,872
Information & communications	19,150	182,974	202,124
Capacity Building & promotion	-	80,284	80,284
Conservation & community	-	45,816	45,816
Support costs	-	308,735	308,735
	<u>46,270</u>	<u>703,913</u>	<u>750,183</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**15. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2024 £</b>	<b>Total funds 2024 £</b>
Young Archaeologists Club	110,040	110,040
Membership	24,016	24,016
Information & communications	283,062	283,062
Capacity Building & promotion	66,305	66,305
Conservation & community	84,675	84,675
Support costs	279,778	279,778
	847,876	847,876

	<i>Activities undertaken directly 2023 £</i>	<i>Total funds 2023 £</i>
Young Archaeologists Club	97,352	97,352
Membership	15,872	15,872
Information & communications	202,124	202,124
Capacity Building & promotion	80,284	80,284
Conservation & community	45,816	45,816
Support costs	308,735	308,735
	750,183	750,183

**16. Auditors' remuneration**

	<b>2024 £</b>	<b>2023 £</b>
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	14,000	10,000

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**17. Staff costs**

	2024 £	2023 £
Wages and salaries	265,978	273,380
Social security costs	21,681	17,615
Contribution to defined contribution pension schemes	28,867	26,845
	316,526	317,840

The average number of persons employed by the Charity during the year was as follows:

	2024 No.	2023 No.
Staff numbers	12	12

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024 No.	2023 No.
In the band £60,001 - £70,000	-	1

The key management personnel of the Trust comprise the Trustees and the senior management team. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Trust was £152,670 (2023 - £146,120).

**18. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, expenses totalling £1,084 were reimbursed or paid directly to 8 Trustees (2023 - £NIL). These expenses covered travel and subsistence costs incurred in performance of the Trustees services to the Charity.

**19. Stocks**

	2024 £	2023 £
Book stock	4,771	4,771

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**20. Debtors**

	2024 £	2023 £
<b>Due within one year</b>		
Trade debtors	36,355	28,519
Other debtors	3,364	4,697
Prepayments and accrued income	38,642	91,827
	78,361	125,043

**21. Creditors: Amounts falling due within one year**

	2024 £	2023 £
Trade creditors	5,441	1,364
Other taxation and social security	7,316	5,579
Other creditors	3,979	4,000
Accruals and deferred income	236,876	292,166
	253,612	303,109
	(19,011)	-
Deferred income at 1 April 2023	(19,011)	-
Resources deferred during the year	85,932	93,201
Amounts released from previous periods	19,011	(112,212)
	85,932	(19,011)

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**22. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
<b>Unrestricted funds</b>					
General Funds - all funds	-	478,055	(345,890)	(99,963)	32,202
<b>Restricted funds</b>					
Restricted Funds - all funds	626	-	(626)	-	-
Young Archaeologists Club	26,612	109,526	(110,040)	-	26,098
Information & communications	49,060	219,617	(282,437)	13,760	-
Capacity Building & promotion	-	22,680	(66,305)	43,625	-
Conservation & Community	-	-	(42,578)	42,578	-
	<u>76,298</u>	<u>351,823</u>	<u>(501,986)</u>	<u>99,963</u>	<u>26,098</u>
<b>Total of funds</b>	<u><u>76,298</u></u>	<u><u>829,878</u></u>	<u><u>(847,876)</u></u>	<u><u>-</u></u>	<u><u>58,300</u></u>

The specific purposes for which the funds are to be applied are as follows:

**General Funds:**

The charitable company's general fund represents income and expenditure relating to activities undertaken by the Trust as part of its charitable activities. The Trust can then use these funds for any purpose.

**Restricted Funds:**

The charitable company received a number of income streams during the year for the purpose of fulfilling its primary objective, which are restricted in nature. These relate to the primary objectives as detailed in the Trustees Report and can only be expensed to achieve these objectives.

Grants are monies received and expensed for specific purposes.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**22. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
<b>Unrestricted funds</b>					
General Funds - all funds	63,323	532,541	(703,913)	108,049	-
<b>Restricted funds</b>					
Restricted Funds - all funds	95,953	12,722	-	(108,049)	626
Young Archaeologists Club	-	53,732	(27,120)	-	26,612
Information & communications	-	68,210	(19,150)	-	49,060
	<u>95,953</u>	<u>134,664</u>	<u>(46,270)</u>	<u>(108,049)</u>	<u>76,298</u>
<b>Total of funds</b>	<u><u>159,276</u></u>	<u><u>667,205</u></u>	<u><u>(750,183)</u></u>	<u><u>-</u></u>	<u><u>76,298</u></u>

**23. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 1 April 2023 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/out £</b>	<b>Balance at 31 March 2024 £</b>
General funds	-	478,055	(345,890)	(99,963)	32,202
Restricted funds	76,298	351,823	(501,986)	99,963	26,098
	<u>76,298</u>	<u>829,878</u>	<u>(847,876)</u>	<u>-</u>	<u>58,300</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**23. Summary of funds (continued)**

**Summary of funds - prior year**

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
General funds	63,323	532,541	(703,913)	108,049	-
Restricted funds	95,953	134,664	(46,270)	(108,049)	76,298
	<u>159,276</u>	<u>667,205</u>	<u>(750,183)</u>	<u>-</u>	<u>76,298</u>

**24. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Restricted funds 2024 £</b>	<b>Unrestricted funds 2024 £</b>	<b>Total funds 2024 £</b>
Current assets	311,912	-	<b>311,912</b>
Creditors due within one year	(285,814)	32,202	<b>(253,612)</b>
<b>Total</b>	<u>26,098</u>	<u>32,202</u>	<u><b>58,300</b></u>

**Analysis of net assets between funds - prior period**

	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Current assets	379,407	379,407
Creditors due within one year	(303,109)	(303,109)
<b>Total</b>	<u>76,298</u>	<u>76,298</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**25. Reconciliation of net movement in funds to net cash flow from operating activities**

	2024 £	2023 £
Net expenditure for the period (as per Statement of Financial Activities)	(17,998)	(82,978)
<b>Adjustments for:</b>		
Dividends, interests and rents from investments	161	26
Decrease in debtors	46,682	33,058
Increase/(decrease) in creditors	(49,497)	111,363
<b>Net cash provided by/(used in) operating activities</b>	<b>(20,652)</b>	<b>61,469</b>

**26. Analysis of cash and cash equivalents**

	2024 £	2023 £
Cash in hand	228,780	249,593
<b>Total cash and cash equivalents</b>	<b>228,780</b>	<b>249,593</b>

**27. Analysis of changes in net debt**

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	249,593	(20,813)	228,780
	<b>249,593</b>	<b>(20,813)</b>	<b>228,780</b>

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COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024

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28. Operating lease commitments

At 31 March 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	15,063	14,910
Later than 1 year and not later than 5 years	42,610	59,640
	<u>57,673</u>	<u>74,550</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	2024 £	2023 £
Operating lease rentals	<u>16,277</u>	<u>26,547</u>

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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**29. Related party transactions**

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2024.



**THE COUNCIL FOR BRITISH ARCHAEOLOGY**

England & Wales - Charity number 287815

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# Accounts

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# Council for British Archaeology

(A company limited by guarantee)

**Trustee's Annual Report  
for the Period  
From 1st April 2022 to 31st March 2023**

**Championing Archaeology  
and  
Public Participation**

### **Patron**

Our Patron was HRH The Prince Charles, Prince of Wales until his Accession as HM King Charles III

### **Honorary President**

Raksha Dave

### **Honorary Vice-Presidents**

Dr Peter Addyman CBE, former CBA President  
David Baker, former CBA Vice-President  
Professor Barry W Cunliffe, former CBA President  
Dame Rosemary Cramp, former CBA President  
Dr Philip Dixon, former CBA Honorary Secretary and President  
Professor Peter J Fowler, former CBA President  
Frances Griffith, former CBA Honorary Secretary  
George Lambrick, former CBA Director  
Professor Richard Morris OBE, former CBA Director  
Paul Oldham, former CBA Honorary Treasurer  
Professor Marilyn Palmer MBE, former CBA Chair of Trustees  
Dr Kate Pretty, former CBA President  
Dr Francis Pryor MBE, former CBA President  
Francis Taylor, former CBA Honorary Treasurer  
Professor Anthony Thomas OBE, former Chair of CBA Countryside Committee

### **Trustees**

Mr K Smith, Chair (appointed 2017; re-elected 2020)  
Professor C Lewis, Vice Chair (co-opted 2016, elected 2017; re-elected 2020)  
Mr P Pollard, Hon Secretary (first elected 2022)  
Dr K McCarrison (first elected 2022)  
Professor J Schofield (first elected 2022)  
Dr S Penrose (first elected 2022)  
Mrs F E Gale (co-opted 2018, elected 2018; re-elected 2021)  
Professor K D Lilley (elected 2017; re-elected 2020)  
Dr A Spaul (co-opted 2016, elected 2017; re-elected 2020)  
Dr D Parikh (first elected 2023)  
Ms J Plummer Sires (first elected 2023)  
Mr M D'Aprix (first elected 2023)

### **Executive Director**

Mr N I Redfern (appointed 2 April 2020)

### **Resources Committee**

K Smith, CBA Chair, CBA  
Dr S Penrose (first elected 2022)  
Mrs F E Gale (co-opted 2018, elected 2018)

The Council for British Archaeology was founded in 1944 for the 'safeguarding of all kinds of archaeological material and the strengthening of existing measures for the care of ancient and historic buildings, monuments, and antiquities' and to improve public education about archaeology.

### **Company registered number**

01760254

### **Charity registered number**

SC041971 and 287815

### **Registered office**

De Grey House, St Leonard's Place,  
York, YO1 7HE

### **Company secretary**

Mr N I Redfern

### **Independent auditors**

Streets Chartered Accountants

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## Foreword

### A message from our Chair: Ken Smith



Established in 1944, the Council for British Archaeology remains one of the stalwarts of the archaeological scene, continuing strongly and consistently to support public advocacy and engagement with archaeology, helping people appreciate and care for the historic environment. The CBA's wide national remit continues to include producing *British Archaeology* magazine and other occasional specialist publications; supporting CBA groups across England and Wales and the UK-wide Young Archaeologists' Clubs; organising the Festival of Archaeology; and providing training and skill-building opportunities to community groups. The CBA has a statutory planning remit as one of the six National Amenity Societies consulted on listed building applications. CBA also supports numerous public initiatives and advocates in support of the historic environment. Meanwhile, the Archaeological

Achievement Awards and Marsh Awards continue to recognise peoples' and organisations' particular achievements and initiatives across a wide range of archaeological activity.

2022/23 saw further emergence from the impacts of the Covid pandemic. Young Archaeologists' Clubs continued to recover; the Festival of Archaeology continued to be hybrid with both on-line and face-to-face events, with over 430 opportunities to engage in archaeological events across the UK and a digital reach of over 84 million. Our still-new website, with its associated provision for members and other users, enabled us to continue to provide new and improved opportunities for engagement with, and enjoyment and understanding of archaeology at local, regional and national levels. With the support of many funding bodies, we continued to provide support for others, to help continued post-Covid re-build and re-launch. We continue, in our still-uncertain economic times, to develop and implement our business plan and refine our supporting policies, to make them fit for the 21st century, and make the CBA better able to support others in understanding, engaging with, enjoying and caring for our shared heritage, for a meaningful future for everyone.

## A message from our Executive Director: Neil Redfern



In 2022 we developed a set of Organisational Behaviours to sit alongside our vision, mission and values. It is hoped that these behaviours will act as a set of principles for staff, volunteers and Trustees, and over time, through engagement and collaboration, will influence broader perceptions of archaeology.

The CBA believes that wider participation and belonging is essential to archaeology, and this belief underpins our core values and work. Interactions with people are at the very centre of the CBA's approach: "Archaeology enables us to connect to the world around us. Archaeology helps us question what it means to be human by exploring the traces people leave behind." This is a key part of the CBA's commitment to equity, inclusion and diversity and how we address three issues in particular:

**Othering:** othering can be defined as, 'the act of treating someone as though they are not part of a group and are different in some way'. The opposite of othering is not 'saming', it is 'belonging'. Belonging does not insist that all people are the same; it means a recognition and celebration of difference. The CBA will focus on how it can build belonging, while avoiding the possibility of othering.

**Legacy:** history shapes the present, and that includes the aspects which have led to inequalities and prejudices in modern society. Many aspects of heritage values and meaning are contested. While some people draw positive associations from them, others find them painful, traumatic, and difficult. Archaeology has been used in the past to justify and support dominant and sometimes oppressive narratives around race, nationalism, and imperialism. The CBA acknowledges this in our work and approach.

**Representation:** more needs to be done to ensure archaeology and heritage is fully representative of society. The CBA's work in this space includes addressing organisational actions, policies, practices, and procedures, and ensuring that the adopted CBA behaviours underpin our approach. Above all, we recognise the need to continuously reflect and learn from our actions to address these issues and to demonstrate our commitment to addressing them.

## The CBA: People and Archaeology

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16.

We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

### Our Vision:

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

### Our Mission:

To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places – everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.

## Our Values:

Our values define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people.

### The CBA aspires to be:

#### **Inclusive and participatory**

Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.

Archaeology enables us to bring together diverse communities and create inclusive practice.

#### **Curious and enquiring**

Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment: the places we live, work, learn from, and visit.

Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

#### **Collaborative**

Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes.

There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

#### **Creative, communicative, and connective**

Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.

Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.

Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

#### **Caring and campaigning**

Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

## Trustees' Report for the Year Ended 31 March 2023

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2022 to 31 March 2023. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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 Director's Report) Regulations 2013 is not required.

### Objectives and Activities

#### Policies And Objectives

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

#### Strategies For Achieving Objectives

The CBA is an independent charity working to celebrate archaeology and champion participation in archaeology across the UK. Our strategic priorities set in 2021 are framed as five goals designed to build and strengthen our five core activity areas. This work is brought together in our business plan 'Strategy for Growth 2021-25'.

### Our strategic priorities 2021-25

#### Goal 1.

Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.

Actions:

- Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.

#### Goal 2.

To make archaeology more relevant to people so they feel better able to participate.

Actions:

- Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.
- Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.

### **Goal 3.**

To target increased participation in archaeology for young people under the age of 25.

Actions:

- Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.

### **Goal 4.**

To build the CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.

Actions:

- We will grow the CBA in size and capability, securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.

### **Goal 5.**

To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement.

Archaeology, at its core, is a process of understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.

Actions:

- We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.
- We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising activities that support the well-being objectives.
- We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.

## **Our core activities 2021-25**

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan *Strategy for Growth 2021-25* sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

### **CBA membership**

The CBA has approximately 3,600 members and c.260 organisational members (affiliates). We support 11 CBA groups who co-ordinate and deliver activities and support in their geographic areas.

CBA members: CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's British Archaeology magazine and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added-value services of interest to existing members and services that will attract new members from all sections of society.

CBA groups: We support 11 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.

CBA affiliates: Affiliate members include organisations such as local archaeology societies and other community-based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.

### **CBA Events**

The CBA co-ordinates and supports the annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 32nd year in 2022. It is usually a series of events held online and on the ground over a two-week period in July. In 2022 a total of 439 unique events were delivered by organisers across the UK and the digital reach of the Festival over the months of June, July and August was over 84 million.

We have continued to develop the CBA's Festival experience into an annual programme of archaeological events throughout the year, and in 2022 launched a new online lecture series called This Is Archaeology. The lectures bring together a wide range of speakers sharing the latest in archaeological thinking and research.

The Archaeological Achievement Awards, co-ordinated by the CBA, were relaunched in 2021. The awards aim to celebrate archaeology across the UK and Republic of Ireland and the awards ceremony in November now forms a key part of our annual event programme.

The Marsh Community Archaeology Awards are held each year in partnership with the Marsh Charitable Trust and celebrate community and youth projects as well as the Community Archaeologist and Young Archaeologist of the Year.

### **Casework and advocacy**

The CBA is one of six National Amenity Societies whose expertise and role is recognised in statute. Collectively we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. The CBA's casework team handles over 8,000 listed building applications across England and Wales each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building applications and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.

Through managing the JCNAS database Casework Hub, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 6 JCNAS member organisations.

### **Publications and Communications**

The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c.7,000 including overseas and subscription circulation.

We also publish specialist books and papers containing important archaeological insights which would otherwise not be published due to their specialised nature and limited print runs. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.

## **CBA Youth engagement**

The CBA's Young Archaeologists' Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 70, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities.

Wider youth engagement is, however, central to the CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership. This is currently best demonstrated by our commitment to Youth Voice and Youth Governance.

## **Wales, Scotland and Northern Ireland**

In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we provide the Secretariat for the Wales Heritage Group representing the amenity societies and other heritage voices in Wales. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the Young Archaeologists' Clubs to provide direct opportunities to engage with the CBA's work. Our online Welsh YAC club continues to go from strength to strength, as numbers of members and volunteers grow. We also successfully launched the Scottish Online YAC in partnership with Archaeology Scotland, thanks to funding from Historic Environment Scotland. Both clubs were created to reach more young people, particularly those who have been unable to participate in in-person activities due to issues such as rurality, travel costs, etc. Additional funding from Cadw has also enabled us to develop a new bilingual resource pack based on Welsh archaeology and heritage, something we hope can be enjoyed by the whole YAC network. During 2022-23 we continued to develop and deliver the Archaeological Achievement Awards. The awards are designed to celebrate the very best of archaeology across the UK and Ireland providing an opportunity for organisations and individuals to gain wider recognition for their work.

## **Activities For Achieving Objectives**

The objectives of the CBA during the year ended 31 March 2023 have been delivered through the following activities:

### **Youth Engagement**

#### **Young Archaeologists' Club**

The YAC network continued to recover from the pandemic throughout the reporting year. By early 2023 normal activity had largely resumed and we saw an influx of new branch and volunteer applications. At the end of the reporting period the overall picture was as follows:

- Total Branch Numbers = 73 (56 England, 10 Scotland, 6 Wales, 1 NI). Of these, we estimated that:
  - 64 were active
  - 9 were not active but should reopen
  - 8 applications to open new branches

- We opened new branches in the following locations:
  - Craven Museum YAC (affiliate), Skipton
  - Lincoln YAC (affiliate), Lincolnshire
  - Thames Discovery YAC (affiliate), Deptford
  - Chichester YAC (CBA-managed), West Sussex
  - Cranford Park YAC (affiliate), Greater London
  - Southwell YAC (CBA-managed), Nottinghamshire
  - Humber YAC (CBA-managed), Brough nr Hull

Throughout the year we were able to offer online and in-person training for YAC leaders (some of which was also made available to staff and trustees). This was the equivalent of 512 training hours and included:

- Online training based on the new YAC Health and Safety Toolkit and Induction
- In-person training day at Creswell Crags, exploring the Palaeolithic in partnership with the Ice Age Journeys Project
- In-person training day at Bradford Industrial Museum focusing on metalworking through time
- Online Trans Awareness training delivered by GeniusWithin
- In-person training day at Harley Gallery, exploring medieval crafts
- Online Podcast training delivered by Alternative Stories and Fake Realities (with a small bursary offered to support the purchase of a microphone to six branches).



### Shout Out Loud

Our partnership with the English Heritage ‘Shout Out Loud’ project came to an end during the reporting period, which saw the culmination of our From Ordinary to Extraordinary Project.

Eight groups were awarded up to £1,000 each, chosen by a youth panel. No two projects were the same. For example, Brighton YAC explored a pet cemetery, Mersey and Dee researched the Atlantic slave trade in Liverpool, and Oban created a Monopoly-style board game based on the standing buildings and monuments in its local area. Our YAC groups also took different approaches to how they researched and presented their discoveries. Colchester YAC created its own trail exploring Tudor martyrs, Rusty Club (Weston) created an exhibition curated by members, and Chiltern, Torbay and Worcestershire recorded, produced and directed their own project films. To celebrate the conclusion of the project we created a project film: [The From Ordinary to Extraordinary Project Film](#)



## Youth Resources

We continue to create new resources for our YAC groups members and the general public. For example, with the support of our Kickstart Placements and student placements we created a bumper [YAC resource pack](#) based on the 2022 Festival of Archaeology theme 'Journeys'. We also created new resources to support the leader training days. These totalled 40+ new activities and session ideas for the year.

## Archaeology 8-25 Column

The youth engagement work of the CBA continues to be represented in British Archaeology magazine as a two-page spread, titled 'Archaeology 8-25'. Written by the Delivery and Engagement Manager, often in partnership with other individuals or organisations the CBA is working with, the column focuses on current issues impacting youth work within the sector, projects currently underway, and highlights the work of the YAC.

## Youth Governance

In 2022 the CBA embarked upon the second project strand from the HE YAC funding. This is an 18-month youth governance project (followed by the development of a Young Leaders Pathway project) aimed at extending participation in the YAC up to the age of 18. These linked projects will broaden the scope of our diversity and inclusion within the CBA with a particular emphasis on a Youth Voice approach and aims to bridge the gap between the end of YAC membership (16) and higher education, apprenticeship and work opportunities which typically begin at 18+.

- **Consultation**

The first phase of the project was to undertake a Youth Consultation, which was completed in Autumn 2022. We disseminated the results to participants through our website and social media and created a digital flyer with the headline results and next steps available.

- **Training**

Upon completion of the consultation period, we started to build the framework for the Youth Advisory Group, beginning with training devised and delivered by external contractors, Participation People, who were recruited in December 2022. This programme of training will:

- introduce the idea of youth voice, leadership and partnership to stakeholders
- introduce and teach those who will be directly working with the young people how to facilitate a youth governance programme and support the young people
- introduce the participants to the role of youth advisory group member (or other title), how it works, expectations, what they will get from it.

The first of the training was delivered in March 2023 and will continue throughout Spring and Summer 2023.

You can find out more about the project here: [Youth Governance: Have your say!](#)

- **Headley Trust Funding - New Post**

Based on the results of the youth consultation, it was clear that we would need an additional member of staff to deliver the level of support required to progress the advisory group in the manner outlined in the consultation feedback. In December 2022, the CBA applied to the Headley Trust to fund a new member of staff and additional CBA staff time, which was successful. The member of staff was recruited in March 2023 and will ensure the success and long-term sustainability of this project work and create the support and investment in the young people needed for the group to be a long-term success.

The post (Youth Governance Lead) is funded for two years on a 0.4 basis. The post will lead on the day-to-day activity of recruiting and supporting the advisory group and lead on developing the co-creation aspect of the young leaders pathway, which will involve the advisory group and external contractors.

## Membership, CBA Groups and Affiliates

### CBA Groups

We supported the important work of the 11 CBA Groups in England and Wales. We also continued to develop our relationship with our sister organisation Archaeology Scotland as well as supporting the Northern Ireland Archaeology Forum.

We continued to hold quarterly meetings with the CBA Groups in England and Wales to facilitate networking and support across the groups and CBA.

Working collaboratively with the CBA Groups we developed a new Memorandum of Understanding between the CBA and CBA Groups in 2022. This process provided an opportunity for the CBA and CBA Groups to discuss key opportunities to promote and support each other's work and highlight areas of potential for future development.

The new CBA website has enabled us to better promote CBA Groups events and activities via updated [Groups and Societies pages](#) and improved [event calendar](#).

### Training

We did not offer a focused training programme during 2022, however, as part of the Festival of Archaeology we worked with the Enabled Archaeology Foundation to produce a simple guide on developing inclusive events. This guide has also been promoted to our affiliate membership and builds on our suite of guides designed to provide Festival event organisers and our wider network of members and supporters with tools and tips to support their activities throughout the year. Further guides and support material is being developed for 2023. The Festival guides can be accessed here: [Festival of Archaeology Event Guides](#).

We also continue to offer bespoke support and training on ad hoc basis for affiliate members as required. This support covers areas such as committee development and recruitment; social media and communications; safeguarding and risk management; and event delivery.

## Membership benefits

We published the bi-monthly British Archaeology magazine (circulation 7,000 per edition) and monthly e-newsletters.

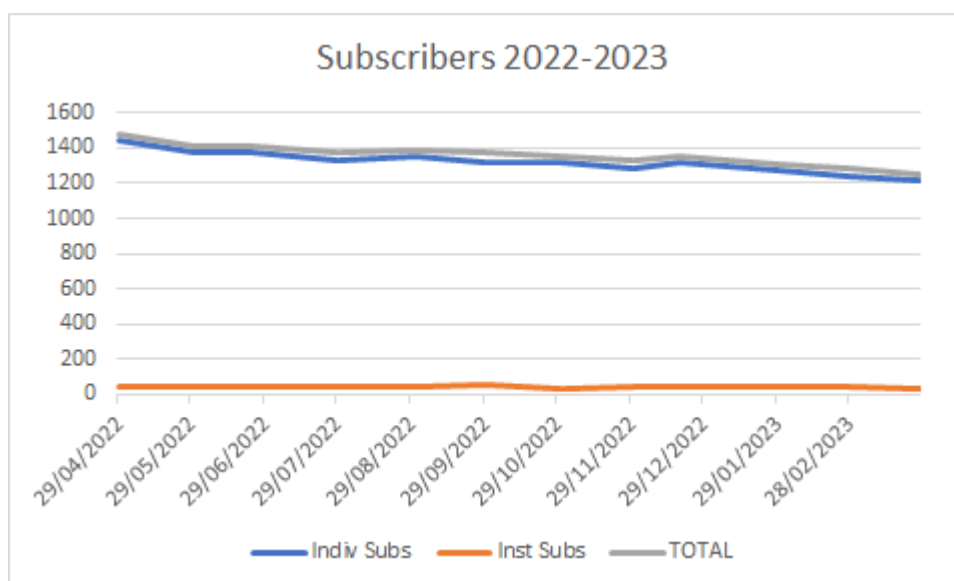
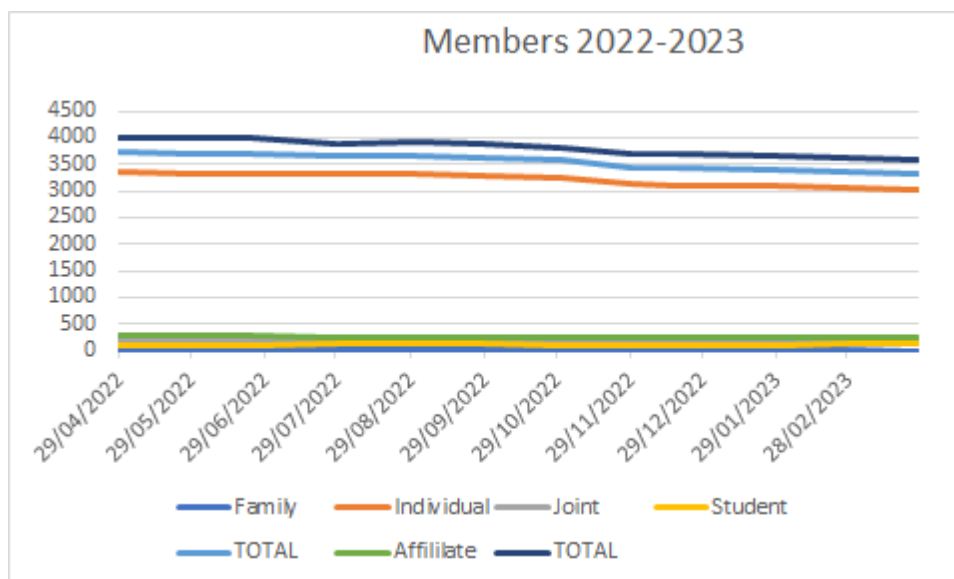
In 2022 we commenced a new online monthly lecture series called 'This is Archaeology'. It is free to members and a small charge for non-members.

Offered discounts with participating organisations and retail outlets.

Provided help and support throughout the year to our members, including advice on participation in archaeological activities, advocacy and planning, and volunteering. We also provided advice and support to our affiliate members.

## Membership numbers

After a couple of difficult years following the Covid pandemic and the cost of living crisis we are starting to see a slight decrease in our membership numbers over the course of 2022/23.



Affiliate memberships have continued to decline slightly in the last year, 289 at the beginning of April 2022 and 263 at the end of March 2023. This is likely to be a result of the continued impact of the pandemic with many groups still paused or only recently returning to activities.

Subscription numbers have also started to show a slight decrease during the last year.

## CBA Events

### **Festival of Archaeology**

In 2022 the Festival of Archaeology returned with a continuation of the hybrid format, offering a blend of on the ground and online events from 16 July to 31 July. The theme was 'Journeys' and over the course of the Festival there were 794 unique opportunities to engage in archaeology across the UK.

This year we launched a new [Festival of Archaeology microsite](#) within the main CBA website. This provided the opportunity to review functionality and refresh the Festival branding materials, creating a new look and improved interface for event organisers, CBA staff and the public. As part of the wider CBA website we hope to improve awareness of the CBA's role as Festival coordinators and create better connectivity with our wider work. The new site has three core areas – event organiser materials, event listings and resources.

While the threat of Covid-19 was greatly reduced we continued to promote our Covid guidance to event organisers as part of our health and safety materials. Instead, we faced challenges from the weather with a heat wave over the first week of the Festival resulting in a number of events being postpone or cancelled and others seeing reduced visitor numbers.

Despite the challenges we saw a fantastic range of events and activities across the fortnight including online conferences, guided walks, site visits, workshops, talks and creative activities. The CBA launched the Festival at Segedunum Roman Fort in North Tyneside and the event celebrated the archaeology of the region with guided tours, handling collections, talks and art activities and stalls from a range of local societies and organisations including the Portable Antiquities Scheme, Hadrian's Wall Youth Ambassadors, Bishop Auckland Young Archaeologists' Club, CBA North and CBA Yorkshire. In the evening we hosted the annual Marsh Community Archaeology Awards celebrating the work of community and youth-based archaeology projects and individuals from across the UK. Archaeologist and TV presenter Dr Chloe Duckworth entertained attendees with a talk on her fascinating career journey.

Over the middle weekend we held a youth focused event at Bradford Industrial Museum called 'Marvellous Metals'. Funded by the Worshipful Company of Arts Scholars the event was a series of workshops and demonstrations that introduced participants to the different ways metals have been used through time. The first day of the event was designed for young people aged 8-16, while the second day repeated the activities for youth leaders along with an additional session introducing a series of accompanying resources available via the Young Archaeologists' Club website.

To close the Festival we held a closing weekend in partnership with the National Trust at Corfe Castle, Dorset. Day one was a skills training event with National Trust archaeologist sharing their knowledge of landscape archaeology, geophysics and finds with the participants. Day two was a family friendly event with storytelling performances, stands and hands on activities from organisations including Forestry England, Wessex Archaeology, Bournemouth University and CBA Wessex. Wessex Ancient Crafts provided a variety of demonstrations and activities and Microsoft showcased their new Minecraft reconstruction of the castle. Guided tours of the village and castle were on offer throughout the day. As part of the day's events we also launched the Archaeological Achievement Awards, with Jeannette Plummer Sires, Chair of the judging panel officially opening nominations for this year's awards.

Over the course of the 16 days of the Festival, 439 unique events were delivered providing 794 opportunities to engage with archaeology. This comprised of 377 on the ground events and 52 digital events, and 10 hybrid events delivered by 233 event organisers. During the two-week Festival period, the #FestivalofArchaeology hashtag reached over 8 million users and the Festival's digital reach was estimated at over 84 million during the months either side of the Festival.

### **Archaeological Achievement Awards**

The Archaeological Achievement Awards showcase the very best of archaeology in the UK and Republic of Ireland. Previously known as the British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. Relunched in 2021, as the Archaeological Achievement Awards (AAA), the Awards have a new set of categories and cover the whole of the United Kingdom and Ireland.

In 2022, following the opening of nominations during the Festival of Archaeology we once again saw a large number of high-quality nominations submitted. Our judging panel, made up of representatives from across the sector, had the difficult task of creating a shortlist of nominations and ultimately agreeing winners and highly commended nominees for each of the award categories – Engagement and Participation; Public Presentation or Dissemination; Learning, Training and Skills; Innovation; and Early Career Archaeologist. The winners were announced on 29 November 2022 in a ceremony at Dublin Castle.

The winner of the 2022 Outstanding Achievement Award was the Uist Virtual Archaeology Project who also won the Archaeological Innovation and Public Presentation or Dissemination awards. Details of all the winners and highly commended candidates can be found on the CBA website's [Archaeological Achievement Awards pages](#).

### **This Is Archaeology lectures**

The This Is Archaeology lecture series launched in April 2022 with a fantastic lecture by Dr Mel Giles on the latest research into bog bodies. The series continued with a wider range of speakers from across the UK speaking on a variety of subjects highlighting new research and different aspects of archaeology.

The lectures take place monthly via Zoom with plenty of time for the audience to ask questions included in the format. The lectures are free to CBA members, with over 700 attendees to date. Following the event, where possible, a recording is added to the CBA members area with a smaller selection of lectures also made available via the CBA YouTube channel. Several lectures, such as those taking place during the Festival of Archaeology and our early career lecture, are free for all to attend. Other speakers to date include Alison Sheridan, Mike Pitts, and Mhairi Sutherland. Details of the lecture series including previous and forthcoming lectures can be found here <https://www.archaeologyuk.org/get-involved/events-and-activities/this-is-archaeology-lecture-series.html>.

### **Conferences and external events**

Throughout the year we have attended a range of conferences and events to promote the CBA's work and activities. These include the Chartered Institute for Archaeologists (CIfA), the Theoretical Archaeology Group (TAG) conferences, and University Archaeology Day. We have also been working to develop activities for the CBA stand including a new map-based activity which captures peoples 'places of memory and meaning'. We hope to further develop the stand and the range of events we are able to attend during 2023.

## **Casework and Advocacy**

### **Responding to listed building casework as part of the role of a national amenity society**

We help to protect historic buildings and sites in England and Wales through our casework. We have considered 8,673 Listed Building Consent and planning applications against our criteria for comment, assessed 4,359 in detail and responded with detailed advice to 268 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

The CBA highlights how an archaeological approach to buildings enables an understanding of how the site has evolved and changed. We promote the continuity of informed change as being consistent with age-old approaches. Done well, adaptive reuse, which is based on an understanding of archaeological interest, can sustain and better reveal the significance of historic buildings.

A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response.

The CBA promote the **adaptive reuse of standing structures which contribute to a sense of place instead of demolition and rebuild alternatives**. We especially focus on this issue for redundant industrial sites where the contribution of large physically dominant complexes and once large local employers, to local identity and sense of place speak of past greatness that often informed the development of the local area in the 18th and 19th centuries. We have advised on revised approaches to schemes for the **Corah Factory site in Leicester, Cleator Mills in Cumbria** and **Bailey Mills, Oldham**. These huge building ranges also contain vast quantities of embodied carbon. The CBA believes that net zero carbon targets create an imperative to prioritise the adaptive reuse of standing structures, especially when they contribute to a place's identity.

The CBA recommended more standing structures should be retained and adapted to dwellings and that conserving the site layout, which articulates the site's industrial processes, would ensure the evidential value and legibility of these sites would be retained.

Bailey Mills, Oldham <https://casework.jcnas.org.uk/appl/181939>

Corah Factory site in Leicester <https://archive.jcnas.org.uk/appl/176148>

Cleator Mills in Cumbria <https://casework.jcnas.org.uk/appl/180754>

The CBA promotes the **sympathetic alteration of buildings, in keeping with their significance, whilst adding a legible contemporary layer of evolution to the site**. Advice around such applications often involves ways to minimise harm to the legibility of its past and recommendations or guidance about conservation-led methodologies for building works.

We have worked with LPA case officers and applicants' agents to secure improved designs for extensions, which facilitate contemporary living styles but retain the hierarchy between the politer front and more functional rear of sites at

Home Farm, Slapton, Northamptonshire - <https://casework.jcnas.org.uk/appl/178003> and Woodholme Farm, Aldwark - <https://casework.jcnas.org.uk/appl/179209>.

Well intentioned schemes for adaptive reuse can often lack the understanding of **how the plan form and character of a site contribute to its significance as illustrating a particular building typology**. As a result, schemes for adaptive reuse can miss opportunities to retain and reveal the legibility of the significance associated with a building's past use. This equates to unjustified harm to a building's evidential value (or archaeological interest).

Examples of this type of casework include:

- **The former magistrates court and police station in Accrington.** The CBA advised that the plan form articulated the past uses of the building and how revisions could retain the intended distinctive characters of different parts of the building whilst adapting this civic building for future community and domestic uses. <https://casework.jcnas.org.uk/appl/174279>
- The Grade II\* **Willoughby Arms Houses in Broxtowe.** We have supported the SPAB in challenging Broxtowe Council's failure to notify the national amenity societies of an application that would have caused substantial harm to an exemplary early form of social housing. The SPAB led a successful legal challenge that found the failure to follow correct notification procedures rendered the LBC consent invalid. <https://casework.jcnas.org.uk/appl/180020>
- **Eastward Farm, Cumbria,** where applicants are looking to convert the entire agricultural complex (which the CBA successfully had upgraded to GII\* in 2022) into a large holiday let. Alongside the Georgian Group we have advised on necessary revisions to proposals that would better retain the site's historical and archaeological interests. <https://casework.jcnas.org.uk/appl/181368>

The CBA looks for **urban redevelopment schemes to retain the historic grain and character of places.** This is best achieved by adapting standing structures to a new use and respecting the scale, massing and materials that characterise an area in new buildings.

- The CBA advocated for the retention and reuse of the **Old Town Amusements** building in Hastings, which incorporates a grade II listed Georgian terrace. Despite 20th century alterations to adapt the building for recreational use, it retains evidential value in the legibility of its historic floor plan and surviving historic material. Its loss would erode the legible development of this area of Hastings. <https://casework.jcnas.org.uk/appl/179674>
- **3 – 7 Coney street and 19 – 33 Coney street, York.** These two applications for neighbouring sites within York's historic core proposed adaptive reuse of listed buildings for student accommodation with ground floor commercial uses, a quantum of demolition and increased height / densification. The collateral impact on the character of the area from these proposals would be substantial. The CBA provided detailed advice on to both applications about how harm could be reduced through revisions to the proposed schemes. <https://casework.jcnas.org.uk/appl/181925> and <https://casework.jcnas.org.uk/appl/180275>

### **Campaigning for the historic environment through supporting local groups**

We are regularly contacted by local organisations looking for our support on local campaigns to conserve aspects of their local historic environment. This year these have included:

- We have supported the Halstead 21st Century Society in campaigning for the retention of a set of air raid shelters (ARS) within a housing development scheme in Halstead, Essex since 2020. We were delighted to hear that a conservation area management plan, which we have advocated for, will finally take place. This will identify the significance of the Courtauld Factory to Halstead and secure future management strategies for the ARS that were built for the factory's workers.
- We have supported the work of Hands Off Our Hillfort (HOOH) community group in Oswestry in opposing the development of the setting of Old Oswestry Hillfort since 2019. This year we have objected to a revised application which would harm the open rural setting that contributes to the significance of the scheduled monument through our casework and CBA social media and newsletters.

- Felixstowe beach huts – the CBA have supported a local campaign group wanting to save a collection of Victorian beach huts in Felixstowe. We set out their concerns about the impact the loss of the huts would have on the character of the conservation area against national and local legislation and policy to the LPA. <https://archive.jcnas.org.uk/appl/176452>
- 115 College Road, Framlingham – we supported the Suffolk Preservation Society’s objections to the demolition of a locally listed vernacular building. <https://casework.jcnas.org.uk/appl/181647>
- 6 Marlborough Road, Ealing – the CBA supported the Ealing Civic Society’s objections to the demolition of a locally listed Victorian townhouse, on heritage and carbon grounds.
- We voiced an objection to the proposed demolition (as permitted development) of Waterworks Cottage in Bath, in support of widespread local opinion. The cottage is locally listed and in the setting of Cotswold AONB, Charlecome Conservation Area and Bath’s World Heritage Site. Despite widespread objection on multiple grounds the use of permitted development rights legislation means this non designated heritage asset will be demolished. There are no current proposals for the future use of the site. <https://casework.jcnas.org.uk/appl/176286>
- We were contacted by concerned local residents about the proposed demolition, due to deteriorated condition under the current ownership, of a locally listed building which contributes to the character and appearance of the South Cave conservation area. We have objected to this application and publicised the local campaign in our Casefiles column in British Archaeology magazine. <https://casework.jcnas.org.uk/appl/178114>

The CBA advocates for archaeology which provides clear public benefit through the incorporation of public engagement and participation strategies into the archaeological mitigation of development sites. This maximises the potential for improved sense of place and understanding of the past among local communities from archaeological fieldwork that is carried out. The CBA recommends that strategies for public participation are included at tender stage to ensure resources are available. The CBA promote ALGAO Scotland’s recently published guidance *Delivery of Public Benefit and Social Value Guidance for Archaeology in the Planning Process*, which sets out a staged approach for best practice in involving the public with archaeological works that develop place-shaping strategies and reinforces local identity. Despite being Scottish planning guidance, the CBA recommends that this represents a proportionate approach to mitigating the impacts of development-led archaeology by delivering public benefits.

### **A new casework database for the JCNAS**

In 2022 the CBA successfully launched a new casework database for shared use by the JCNAS. The new database has built on the development of the previous one in terms of functionality that is tailored to NAS caseworker need. It is also a publicly accessible platform that can be used by individuals and interest groups for monitoring planned changes to the historic environment.

The same grant facilitated a piece of research into the causes and implications of the sustained increase in LBC notifications and planning applications received by the JCNAS since 2019. The headline findings of this research include:

- The JCNAS receive (approx.) 25% more applications than in 2019.
- The increase in applications received by the JCNAS does not appear related to the Covid pandemic.
- We are receiving a greater proportion of LBC notifications recorded in the government’s national statistics.
- The JCNAS clearly has a growing role within heritage protection measures built into the planning system. With adequate resourcing the NASs could further develop this role to better deliver the associated public benefits. This would require increased human capacity to respond to a larger proportion of the applications we are notified of and consulted on.

## **Offering volunteering and work experience in the heritage sector**

The CBA is proud to offer early career experience within the heritage sector. We have hosted internships and fixed term work placements with our casework team to provide recent graduates and training apprentices with relevant work-based experience that supports the development of their careers in the sector.

- In 2022 we hosted three internships and a historic environment research coordinator apprentice, on secondment from Historic England to assess and respond to CBA casework, under caseworker guidance.
- We have hosted a work placement student from Durham University for the first time as well as two students from the Cultural Heritage Management Masters programme at the University of York.
- We manage the JCNAS casework database with the valued support of a team of volunteers. The rise in planning notifications has required an increase in the size of our volunteer team. In 2022 we have been operating with 33 volunteers.

## **Responding to national archaeological issues in an advocacy capacity**

We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform and the Government's proposals as set out in the Levelling Up and Regeneration Bill.

- We have monitored and responded to a growing number of university archaeology departments that are closing, reducing teaching numbers or being put at threat. We provide the secretariat for University Archaeology UK and have been supporting their advocacy with Ministers directly and via the All Party Parliamentary Archaeology Group.

The CBA continues to play an active role in multiple advocacy groups to support our purpose, vision and mission in championing archaeology and public participation in archaeology.

- The CBA collaborates and actively co-ordinates our national advocacy work with the Chartered Institute for Archaeologists (CIfA), via a joint Memorandum of Understanding. This focuses on all aspects of advocacy and promotion of archaeology bringing together CIfA's technical and professional remit and the CBA's wider public reach in support of archaeology.
- The CBA is an active member of The Heritage Alliance, within which we sit on the Spatial Planning Advocacy Group (SPAG) and Rural Heritage Advocacy Group (RHAG).
- The Historic Environment Forum (HEF). Our Executive Director sits on the HEF Steering Group and main Forum and we are members of the Historic Environment Planning Reform Group (HEPRG).
- Our Executive Director sits on the Heritage Counts Delivery Board as a representative of HEF.
- In collaboration with Historic England, the CBA co-chairs the sector wide Health and Wellbeing Working Group – a new cross-sector group looking at better articulating, evaluating and celebrating the benefits heritage can contribute in terms of people's health and well-being.
- The CBA is a member of the Countryside and Wildlife Link, through which we feed historic environment considerations into natural environment-led responses to government consultations. This year these have included the Government's new agri-environment schemes.
- The CBA provides the secretariat for The Archaeology Forum (TAF) and supports its role in providing a secretariat for the All Party Parliamentary Archaeology Group (APPAG).
- The CBA provides the secretariat for University Archaeology UK (UAUK), supporting university archaeology departments.

We have responded to policy consultations this year from DLUHC, DCMS and Historic England such as:

- Historic England’s draft guidance on archaeology in planning - comments.

### **CBA Casework and Advocacy in Wales**

We continued to meet our casework targets for Wales. Between 1<sup>st</sup> April 2022 and 31<sup>st</sup> March 2023, 583 applications were assigned to the CBA. Out of these, 343 were assessed in detail and 21 responses provided with letters of support, objection, or advice.

- We have been an active member of the Minister’s Historic Environment Group and the Local Heritage sub-group.
- CBA continues to host the Secretariat of the Wales Heritage Group (WHG). Meetings have continued to be held virtually since Covid. We have produced and circulated six issues of Wales Heritage Exchange on behalf of the Wales Heritage Group of amenity societies.
- We have contributed to the Historic Environment Legislation Consolidation Advice Group.

### **Publications and Communications**

#### **British Archaeology**

The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in- depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value archaeology.

For 2022-23, we have continued our partnership with Antiquity, highlighting content and features from that international journal. The CBA team is continuing to contribute to briefing pages focusing on our youth engagement work (Archaeology 8-25) and our activities to support members, groups and community archaeology (Archaeology Active). These changes not only maintain the high quality of the articles we feature but bring the work of the CBA and community archaeology to greater prominence.

The CBA also provides British Archaeology magazine through subscription and offers an online version, including back copies online via [Exact Editions](#).

We are also increasing promotion of British Archaeology and its back copies online, notably through a [dedicated page](#) on the CBA website, including access to free articles.

In March 2023 our long-standing editor of British Archaeology, Mike Pitts stood down from the role. He provided a pivotal role in shaping the voice and look of the magazine and we wish him well as he continues his writing career. We were delighted to appoint a new editor, Dr Cat Jarman who will help us refresh and take the magazine forward.

#### **Specialist Publications**

We also publish specialised books and papers containing important archaeological insights which would otherwise not be published due to their specialist nature and limited print runs.

A range of publications from our back catalogue are available from the [CBA Shop](#) on our website.

#### **CBA Websites**

In addition to our core activities many CBA services are provided free of charge to our beneficiaries via the CBA’s gateway website ([www.archaeologyuk.org](http://www.archaeologyuk.org)), which also now hosts all Festival information and resources ([www.archaeologyuk.org/festival](http://www.archaeologyuk.org/festival)). The website also hosts a “members-only” area which provides exclusive

content for members. Free resources and information for young people, schools and volunteers can be accessed via the YAC website ([www.yac-uk.org](http://www.yac-uk.org)).

The CBA gateway site is one of the largest providers of archaeological information in the world. Many of the CBA's published works are also currently available free online – including over 100 CBA research reports via the Archaeology Data Service (<http://archaeologydataservice.ac.uk/>).

This year saw the culmination of our ongoing investment project to improve our website Content Management System and our Customer Relationship Management (CRM) platform, with the launch of a brand-new website/CMS and CRM in October 2021. The new site is more accessible than ever, with a much easier user experience, housing a rich and varied array of content, and with a new and improved design. The Festival of Archaeology “mini-site” was built into the wider CMS during 2022. We are continuing to assess website functionality, improving this where necessary. Website content is also dynamic, with regular additions and updates.

Website engagement has increased considerably since last year. In contrast to 106,792 unique visitors in 2022, this has now increased to 160,709 during the 2022/2023 financial year.

## Social Media



The CBA has maintained active output on its four key social media platforms in addition to our website: [Twitter](#) (now known as X) (@archaeologyuk), [Instagram](#), [Facebook](#) and [YouTube](#).

As of 31 March 2023, the CBA social media accounts (not including the YAC accounts) have a combined following of 142,857 followers. The largest following was on Twitter, now X (118,309), which therefore also has the most considerable digital reach, but it is worth noting that there is a

significantly increased following on Instagram compared to last year (6,127 in March 2023 compared to 4,806 in March 2022). CBA continues to consider how to harness its potential across other platforms (including [LinkedIn](#)) and this is under review for the 2023/2024 financial year.

## Notes

### Income Generation

Although much of the information and services are provided free of charge to further the charity's objectives, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

### Grant-Making Policies

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

As noted in the [Youth Engagement](#) section above, we were able to offer grants to YAC branches under two schemes:

- Covid-19 Recovery Grants (up to £200)
- From Ordinary to Extraordinary Project Grants (up to £1000)

### **Main Activities Undertaken to Further the Charity's Purpose for Public Benefit**

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of the CBA's remit where the eventual impact may be difficult to quantify and result from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

### **Environmental Policy**

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the recycling of material wherever possible. This ethos flows into the outreach work of the CBA – encouraging others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible whilst also maintaining vital income streams where necessary.

## **Achievements and Performance**

### **Review Of Activities**

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment.

It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their collective voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through bodies such as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed online Casework Hub.

This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

This year saw the Young Archaeologists' Club bounce back from the challenges of the global pandemic, returning to face-to-face activity but also maintaining a level of digital delivery, resources, events and training, as outlined above. In particular, the opening of a new Scottish Online YAC branch has enabled us to extend our reach and address barriers to inclusion and the success of the YAC After-School's club can be seen in the launch of our first three branches with a further five going through the assessment phase at the end of the report period.

Beyond the YAC, the development of the CBA's Youth Governance programme, the consultation, additional funding success to recruit a new staff member and internal and external training programme, has been the primary focus for our Youth Engagement Team. It will lead to the establishment of a Youth Advisory Board in the Summer of 2023, delivering on the long-term goal to embed youth voice within the CBA and ensure a more equitable and representative approach to our work.

The Festival of Archaeology continued to offer a hybrid format with on the ground and online events delivered across the UK from 16 July to 31 July. The theme was 'Journeys' and over the course of the Festival there were 794 opportunities to engage in archaeology.

Once again, we saw a high level of engagement from event organisers from across the sector including commercial organisations, local groups and societies and museums and heritage sites. Events included guided walks and tours, craft activities, site visits and opportunities to develop archaeological skills and family fun days.

With a new Festival microsite within the CBA's main website (<https://www.archaeologyuk.org/festival.html>) the Festival's online presence was updated to give it a fresh new feel and the functionality was significantly improved for CBA staff, event organisers and the public.

Our engagement levels remain strong with a considerable digital reach. Over the course of the 16 days of the Festival, 794 opportunities to engage with archaeology were provided via 439 unique events delivered by 233 event organisers. 202 on demand resources were also available to access via the Festival website. This resulted in 326,233 digital engagements and the Festival had a digital reach of over 84 million from June-August 2022.

Over 94% of Festival attendees said they would like to attend another Festival event in the future and 100% of event organisers would participate again.

Our AGM was held on 9 February 2023 and was hosted online. It included our annual De Cardi Lecture which was presented by Dr Rose Ferraby and titled 'The Art of Archaeology'. Dr Ferraby is an archaeologist and artist and following her lecture launched the 2023 Festival of Archaeology with the theme of Archaeology and Creativity. The 2023 Marsh Community Archaeology Awards were also launched as part of the event.

We were also delighted to confirm the election of Mr Francis Taylor, as Honorary Vice- President of the Council for British Archaeology.

In January 2023, the CBA was informed that February this year would mark 30 years of direct support of CBA Wessex and the CBA nationally through various Committee and Trustee roles of Mr Francis Taylor. His association with the CBA goes back much further to 1964, when he wrote to Beatrice De Cardi to obtain a copy of the CBA Calendar of Excavations so that he could sign up for one of the archaeological training excavations

that universities used to run each summer. As a schoolboy he attended lectures by Mortimer Wheeler and Kathleen Kenyon and while his academic and career directions were to be in engineering and accountancy, his amateur interests in archaeology led to a lifelong passion and commitment to amateur archaeology beginning with excavations at the Roman fort of Birrens in Dumfriesshire under Eric Birley.

In 1993 he was invited to be Chair of CBA Wessex and has been on the CBA Wessex committee ever since, sharing his enthusiasm and organisational skills, contributing to its financial position through giving fund-raising lectures, and becoming an 'expert witness' in the on-going story of the Stonehenge landscape, Visitor Centre and the potential tunnel.

His role as CBA Wessex Chair also meant he became a trustee of the CBA in 1993, has been and continues to be a member of the Resources Committee and served as Treasurer from 2009 to 2012. He recognises the CBA's value as the only organisation that represents all aspects of archaeology, amateur and professional. He considers himself privileged to have held these roles as are we for all his enthusiasm, support and commitment.

Considering this long service to the CBA, the Board of Trustees were pleased to propose that Mr Francis Taylor be elected to the post of Honorary Vice-President of the CBA at the AGM on 9th February 2023.

This year also saw us deliver the Archaeological Achievement Awards for the second time, showcasing the very best of archaeology. Formerly the British Archaeological Awards and relaunched in 2021, as the Archaeological Achievement Awards (AAA), the awards have a new set of categories and cover the whole of the United Kingdom and Ireland.

In 2022, following the opening of nominations during the Festival of Archaeology we once again saw a large number of high-quality nominations submitted across the categories – Engagement and Participation; Public Presentation or Dissemination; Learning, Training and Skills; Innovation; and Early Career Archaeologist. The winners were announced on 29 November 2022 in a ceremony at Dublin Castle.

The winner of the 2022 Outstanding Achievement Award was the Uist Virtual Archaeology Project who also won the Archaeological Innovation and Public Presentation or Dissemination awards. Details of all the winners and highly commended candidates can be found on the CBA website ([https:// www.archaeologyuk.org/what-we-do/celebrating-archaeology/archaeological-achievement-awards/ previous-winners.html](https://www.archaeologyuk.org/what-we-do/celebrating-archaeology/archaeological-achievement-awards/previous-winners.html)).

Our statutory casework continues to underpin our wider advocacy work and forms an important element of our charitable status and the public benefit we deliver. Through our advice we help to protect historic buildings and sites in England and Wales through our casework. This year we have considered 8,673 Listed Building Consent and planning applications against our criteria for comment, assessed 4,359 in detail and responded with detailed advice to 268 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

The favourable financial position at the end of 2022-23 is largely down to the CBA's success in securing grant and sponsorship support throughout the year. This has enabled us to support our reserves and to continue to invest in our digital infrastructure and processes.

We have benefited from longer-term core funding from Historic England for our Youth Engagement work and the Festival of Archaeology. This has enabled us to develop 3-year programmes and more resilient delivery.

## Breakdown of 2022-23 income:

Sponsorship, donations & legacies	£139,402
Grants	£306,711
Membership	£186,653
British Archaeology Magazine	£77,744

We are undertaking further work to improve our fundraising position and how we seek donations and legacies. See [Leave a Lasting Legacy](#).

## Investment Policy and Performance

The Trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

## Financial Review

### Going Concern

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing off the 2022-23 accounts. The Trustees believe that adopting the “going concern” approach is a reasonable one for the following reasons:

- Firstly, the organisation has cash reserves which provide headroom against variance from our forecast cash flow.
- Secondly, management continue to seek savings on existing activities and delivery to ensure we move towards a balanced annual budget.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees and Executive Management Team maintain a tight financial oversight on expenditure to maintain headroom and ensure the financial stability of the Charity.

### Principal Funding

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and Cadw who help to support the Young Archaeologist’s Club and the Festival of Archaeology and our work on planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core costs of both the Young Archaeologist’s Club and the Festival of Archaeology over the next three years up to 2024, supporting both their post-covid recovery and expansion.

Our membership income is broadly static with a slight decrease in the most recent year. Sponsorship and donations come from a range of public and private sector organisations and individuals and increasingly form a core area of our funding.

### Reserves Policy

During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organisation to meet the

ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves to at least one month of then current operating costs by the end of Year 2 of the business plan and two months by end of Year 4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In addition to the amount already committed to reserves, the plan is to add £20,000 in Year 3 (2023/24) and £25,000 in Year 4 (2024/25).

## Structure, Governance and Management

### Constitution

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019-20, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

### Method of Appointment or Election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariat of staff and various voluntary advisory committees.

### Policies Adopted for the Induction and Training of Trustees

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register.

Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

### Pay Policy

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with the CBA's commitment to equity and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out-of-pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

### Risk Management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

The CBA has embarked upon a programme of auditing all its current policies and assessing which need to be updated and others which need developing. During the report period the CBA employed a number of consultants to undertake the first phase of this work. Three policies were updated and a further five policies were created, including a new Third-Party Safeguarding Policy and Environmental Policy, focusing on working towards Net Zero. This work will continue into the next report period.

## Structure, Governance and Management

The ongoing impact of Covid continues to leave the CBA with many challenges, and these are now being extended by the current economic climate and cost of living crisis. Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage.

The CBA continues to respond by developing the hybrid format of its services and events such as the Festival of Archaeology, and providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website. What we have learnt will change our approach to future engagement and we know we have much ground to cover. Our YAC clubs continue to need support to return to in-person operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

The year has helped us continue our focus on our core areas of work, the five activity areas which are our strongest in terms of delivery, reach and purpose. They support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, *Strategy for Growth 2021-25*, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next four years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and Twitter (now known as X), and additional Twitter (now known as X) accounts for YAC and Festival of Archaeology's Ask an Archaeologist Day have a growing number of followers that we will continue to build. Translating this reach into income will be an important focus moving forward.

Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement.

Our social media platforms will also play a key part in achieving the five key goals outlined in the *Strategy for Growth* business plan and, like many membership organisations, we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key hub through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into an active set of behaviours to help shape our approach and to challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

## Trustees' Responsibilities Statement

The Trustees (who are also directors of The Council for British Archaeology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

### Disclosure Of Information to Auditors

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select the suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities Statement of Recommended Practice;
- Make judgements and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- So far as Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware
- Trustees have taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees on 13 December 2023 and signed on their behalf by:



Mr K Smith, Chair of Trustees

Date: 13<sup>th</sup> December 2023

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

## Opinion

We have audited the financial statements of Council for British Archaeology (The) (the 'charity') for the year ended 31 March 2023 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the

course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the company and sector in which it operates;

- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation, food safety regulations and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- inquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance.

Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to inquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

### **Use of our report**

This report is made solely to the charitable members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Jonathan Day (senior statutory auditor)**

Steets Audit LLP

Chartered Accountants

Statutory Auditors

Enterprise House, 38 Tyndall Court

Commerce Road

Lynchwood

Peterborough

Cambridgeshire

PE2 6LR

Date: 13<sup>th</sup> December 2023

Steets Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>As restated Total funds 2022 £</i>
<b>Income from:</b>					
Donations and legacies	4	12,722	66,150	78,872	72,446
Charitable activities	5	121,942	466,365	588,307	843,767
Investments	6	-	26	26	1
<b>Total income</b>		<b>134,664</b>	<b>532,541</b>	<b>667,205</b>	<b>916,214</b>
<b>Expenditure on:</b>					
Raising funds	7	-	-	-	191
Charitable activities	8	46,270	703,913	750,183	850,584
<b>Total expenditure</b>		<b>46,270</b>	<b>703,913</b>	<b>750,183</b>	<b>850,775</b>
<b>Net income/(expenditure)</b>		<b>88,394</b>	<b>(171,372)</b>	<b>(82,978)</b>	<b>65,439</b>
Transfers between funds	17	(108,049)	108,049	-	-
<b>Net movement in funds</b>		<b>(19,655)</b>	<b>(63,323)</b>	<b>(82,978)</b>	<b>65,439</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		95,953	63,323	159,276	93,837
Net movement in funds		(19,655)	(63,323)	(82,978)	65,439
<b>Total funds carried forward</b>		<b>76,298</b>	<b>-</b>	<b>76,298</b>	<b>159,276</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 27 form part of these financial statements.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2023**

			2023	<i>As restated</i>
	Note		£	2022
				£
<b>Current assets</b>				
Stocks	13	4,771	4,771	
Debtors	14	125,043	158,101	
Cash at bank and in hand		249,593	188,150	
		<u>379,407</u>	<u>351,022</u>	
Creditors: amounts falling due within one year	15	(303,109)	(191,746)	
<b>Net current assets</b>			<u>76,298</u>	159,276
<b>Total assets less current liabilities</b>			<u>76,298</u>	159,276
<b>Net assets excluding pension asset</b>			<u>76,298</u>	159,276
<b>Total net assets</b>			<u><u>76,298</u></u>	<u>159,276</u>
<b>Charity funds</b>				
Restricted funds	17		76,298	95,953
Unrestricted funds	17		-	63,323
<b>Total funds</b>			<u><u>76,298</u></u>	<u>159,276</u>

The financial statements were approved and authorised for issue by the Trustees on 13<sup>th</sup> December 2023 and signed on their behalf by:



**Mr K Smith**  
(Chair of Trustees)

The notes on pages 11 to 27 form part of these financial statements.

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2023**

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	<b>2023</b>	<i>As restated</i> <b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	<b>61,469</b>	<i>(75,693)</i>
	<hr/>	<hr/>
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	<b>(26)</b>	<i>(1)</i>
	<hr/>	<hr/>
<b>Net cash used in investing activities</b>	<b>(26)</b>	<i>(1)</i>
	<hr/>	<hr/>
<b>Cash flows from financing activities</b>		
	<hr/>	<hr/>
<b>Net cash provided by financing activities</b>	<b>-</b>	<i>-</i>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>61,443</b>	<i>(75,694)</i>
Cash and cash equivalents at the beginning of the year	<b>188,150</b>	<i>263,844</i>
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b><u>249,593</u></b>	<i><u>188,150</u></i>

The notes on pages 11 to 27 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1. General information**

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Council for British Archaeology (The) 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.

**2.2 Going concern**

The Trustees have assessed whether the use of going concern is appropriate and whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Trust to continue as a going concern.

The Charity has reported a significant deficit in 2023 and the Trustees have forecasted a small surplus for 2024 however the Charity has sufficient reserves and cashflow resources to fund the deficit. The Trustees are monitoring cashflows very closely with detailed budgets and forecasts prepared. The Trustees are confident the trust can meet its liabilities as they fall due for the next 12 months from the date the financial statements are approved.

For these reasons, the Trustees have prepared the financial statements on a going concern basis.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

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**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Membership and subscription income are included in the Statement of financial activities when the Charity is entitled to the income. Where amounts relate to the provision of future services income is deferred and included in creditors as deferred income.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Charity's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Government grants are credited to the Statement of financial activities as the related expenditure is incurred.

**2.6 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.7 Gift Aid**

Where the right to receive Gift Aid has been established, the amount receivable is recognised as investment income in the Statement of financial activities.

**2.8 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

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**2. Accounting policies (continued)**

**2.9 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.10 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.11 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.12 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.13 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight-line basis over the lease term.

**2.14 Pensions**

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent ad-ministered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

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**2. Accounting policies (continued)**

**2.15 Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Bad debt provision - a bad debt provision is recognised by the Charity once the balance is in excess of 3 months overdue, with the total balance being provided against.

Deferred grant income - this is recognised by the Charity based on the terms of the grant/income conditions or agreements.

Stock provision - a provision is recognised by the Charity for slow moving and obsolete stock.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**4. Income from donations and legacies**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Donations	12,722	24,496	<b>37,218</b>
Gift Aid	-	41,654	<b>41,654</b>
	<u>12,722</u>	<u>66,150</u>	<u><b>78,872</b></u>
	<i>As restated Restricted funds 2022 £</i>	<i>As restated Unrestricted funds 2022 £</i>	<i>As restated Total funds 2022 £</i>
Donations	2,375	56,194	58,569
Gift Aid	-	13,877	13,877
	<u>2,375</u>	<u>70,071</u>	<u>72,446</u>

**5. Income from charitable activities**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Young Archaeologists Club	53,732	-	<b>53,732</b>
Membership	-	199,064	<b>199,064</b>
Information & communications	68,210	154,402	<b>222,612</b>
Capacity Building & promotion	-	112,899	<b>112,899</b>
	<u>121,942</u>	<u>466,365</u>	<u><b>588,307</b></u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**5. Income from charitable activities (continued)**

	<i>As restated Restricted funds 2022 £</i>	<i>As restated Unrestricted funds 2022 £</i>	<i>As restated Total funds 2022 £</i>
Young Archaeologists Club	187,179	-	187,179
Membership	-	182,817	182,817
Information & communications	92,470	265,324	357,794
Capacity Building & promotion	-	115,977	115,977
	<u>279,649</u>	<u>564,118</u>	<u>843,767</u>

**6. Investment income**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Bank interest received	<u>26</u>	<u>26</u>

	<i>Unrestricted funds 2022 £</i>	<i>As restated Total funds 2022 £</i>
Bank interest received	<u>1</u>	<u>1</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**7. Expenditure on raising funds**

**Costs of raising voluntary income**

	<i>Unrestricted funds 2022 £</i>	<i>As restated Total funds 2022 £</i>
Costs of raising voluntary income	191	191

**8. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total 2023 £</b>
Young Archaeologists Club	27,120	70,232	<b>97,352</b>
Membership	-	15,872	<b>15,872</b>
Information & communications	19,150	182,974	<b>202,124</b>
Capacity Building & promotion	-	80,284	<b>80,284</b>
Conservation & community	-	45,816	<b>45,816</b>
Support costs	-	308,735	<b>308,735</b>
	<b>46,270</b>	<b>703,913</b>	<b>750,183</b>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**8. Analysis of expenditure on charitable activities (continued)**

**Summary by fund type (continued)**

	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>As restated Total 2022 £</i>
Young Archaeologists Club	10,792	48,646	59,438
Membership	-	125,200	125,200
Information & communications	30,506	305,789	336,295
Capacity Building & promotion	-	49,130	49,130
Conservation & community	-	28,976	28,976
Support costs	-	251,545	251,545
	<u>41,298</u>	<u>809,286</u>	<u>850,584</u>

**9. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2023 £</b>	<b>Total funds 2023 £</b>
Young Archaeologists Club	97,352	<b>97,352</b>
Membership	15,872	<b>15,872</b>
Information & communications	202,124	<b>202,124</b>
Capacity Building & promotion	80,284	<b>80,284</b>
Conservation & community	45,816	<b>45,816</b>
Support costs	308,735	<b>308,735</b>
	<u>750,183</u>	<u><b>750,183</b></u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**9. Analysis of expenditure by activities (continued)**

	<i>Activities undertaken directly 2022 £</i>	<i>As restated Total funds 2022 £</i>
Young Archaeologists Club	59,438	59,438
Membership	125,200	125,200
Information & communications	336,295	336,295
Capacity Building & promotion	49,130	49,130
Conservation & community	28,976	28,976
Support costs	251,545	251,545
	<u>850,584</u>	<u>850,584</u>

**10. Auditors' remuneration**

	<b>2023 £</b>	<i>As restated 2022 £</i>
Fees payable to the Charity's auditor for the audit of the Charity's annual accounts	<u>10,000</u>	<u>9,000</u>

**11. Staff costs**

	<b>2023 £</b>	<i>As restated 2022 £</i>
Wages and salaries	273,380	310,043
Social security costs	17,615	20,928
Contribution to defined contribution pension schemes	26,845	27,940
	<u>317,840</u>	<u>358,911</u>

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**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

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**11. Staff costs (continued)**

The average number of persons employed by the Charity during the year was as follows:

	<b>2023</b>	<i>As restated</i>
	<b>No.</b>	<i>2022</i>
		<i>No.</i>
Staff numbers	<u>12</u>	<u>13</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>2023</b>	<i>As restated</i>
	<b>No.</b>	<i>2022</i>
		<i>No.</i>
In the band £60,001 - £70,000	1	1

The key management personnel of the Trust comprise the Trustees and the senior management team. The total amount of employee benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Trust was £146,120 (2022 - £132,944).

**12. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL-).

During the year ended 31 March 2023, expenses totalling £1,076 were reimbursed or paid directly to 6 Trustees (2022 - £NIL). These expenses covered travel and subsistence costs incurred in performance of the Trustees services to the Charity.

**13. Stocks**

	<b>2023</b>	<i>As restated</i>
	<b>£</b>	<i>2022</i>
		<i>£</i>
Book stock	<u>4,771</u>	<u>4,771</u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**14. Debtors**

	<b>2023</b>	<i>As restated</i>
	£	2022 £
<b>Due within one year</b>		
Trade debtors	28,519	41,861
Other debtors	4,697	4,417
Prepayments and accrued income	91,827	111,823
	<u><b>125,043</b></u>	<u>158,101</u>

**15. Creditors: Amounts falling due within one year**

	<b>2023</b>	<i>As restated</i>
	£	2022 £
Trade creditors	1,364	21,872
Other taxation and social security	5,579	6,414
Other creditors	4,000	3,472
Accruals and deferred income	292,166	159,988
	<u><b>303,109</b></u>	<u>191,746</u>

	<b>2023</b>	<i>As restated</i>
	£	2022 £
Deferred income at 1 April 2022	112,212	103,989
Resources deferred during the year	93,201	112,212
Amounts released from previous periods	(112,212)	(103,989)
	<u><b>93,201</b></u>	<u>112,212</u>

**16. Prior year adjustments**

The financial statements have been restated to correct the recognition of deferred income for subscription income and to include a stock provision for slow moving and obsolete stock. Deferred income movement of £8,222 (2022 opening £103,990 and closing £112,212) has been included in the comparative period and a stock provision of £14,848 also included. The total adjustment to the comparative period is £23,070.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**17. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
General Funds - all funds	<u>63,323</u>	<u>532,541</u>	<u>(703,913)</u>	<u>108,049</u>	<u>-</u>
<b>Restricted funds</b>					
Restricted Funds - all funds	<u>95,953</u>	<u>134,664</u>	<u>(46,270)</u>	<u>(108,049)</u>	<u>76,298</u>
<b>Total of funds</b>	<u><u>159,276</u></u>	<u><u>667,205</u></u>	<u><u>(750,183)</u></u>	<u><u>-</u></u>	<u><u>76,298</u></u>

The specific purposes for which the funds are to be applied are as follows:

**General Funds:**

The charitable company's general fund represents income and expenditure relating to activities undertaken by the Trust as part of its charitable activities. The Trust can then use these funds for any purpose.

**Restricted Funds:**

The charitable company received a number of income streams during the year for the purpose of fulfilling its primary objective, which are restricted in nature. These relate to the primary objectives as detailed in the Trustees Report and can only be expensed to achieve these objectives.

Grants are monies received and expensed for specific purposes.

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**17. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2021</i>	<i>As restated Income</i>	<i>As restated Expenditure</i>	<i>Balance at 31 March 2022</i>
	£	£	£	£
<b>Unrestricted funds</b>				
General funds - all funds	<u>79,837</u>	<u>792,964</u>	<u>(809,478)</u>	<u>63,323</u>
<b>Restricted funds</b>				
Restricted funds - all funds	<u>129,058</u>	<u>8,193</u>	<u>(41,298)</u>	<u>95,953</u>
<b>Total of funds</b>	<u><u>208,895</u></u>	<u><u>801,157</u></u>	<u><u>(850,776)</u></u>	<u><u>159,276</u></u>

**18. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 1 April 2022</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers in/out</b>	<b>Balance at 31 March 2023</b>
	£	£	£	£	£
General funds	63,323	532,541	(703,913)	108,049	-
Restricted funds	95,953	134,664	(46,270)	(108,049)	76,298
	<u><u>159,276</u></u>	<u><u>667,205</u></u>	<u><u>(750,183)</u></u>	<u><u>-</u></u>	<u><u>76,298</u></u>

**Summary of funds - prior year**

	<i>Balance at 1 April 2021</i>	<i>As restated Income</i>	<i>As restated Expenditure</i>	<i>Balance at 31 March 2022</i>
	£	£	£	£
General funds	79,837	792,964	(809,478)	63,323
Restricted funds	129,058	8,193	(41,298)	95,953
	<u><u>208,895</u></u>	<u><u>801,157</u></u>	<u><u>(850,776)</u></u>	<u><u>159,276</u></u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**19. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Current assets	379,407	<b>379,407</b>
Creditors due within one year	(303,109)	<b>(303,109)</b>
<b>Total</b>	<u><u>76,298</u></u>	<u><u>76,298</u></u>

**Analysis of net assets between funds - prior year**

	<i>Endowment funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Current assets	(14,848)	95,953	269,917	351,022
Creditors due within one year	-	-	(191,746)	(191,746)
<b>Total</b>	<u><u>(14,848)</u></u>	<u><u>95,953</u></u>	<u><u>78,171</u></u>	<u><u>159,276</u></u>

**20. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2023 £</b>	<i>As restated 2022 £</i>
Net income/expenditure for the year (as per Statement of Financial Activities)	<b>(82,978)</b>	65,439
<b>Adjustments for:</b>		
Dividends, interests and rents from investments	<b>26</b>	1
Decrease in stocks	-	14,848
Decrease in debtors	<b>33,058</b>	26,212
Increase/(decrease) in creditors	<b>111,363</b>	(182,193)
<b>Net cash provided by/(used in) operating activities</b>	<u><u>61,469</u></u>	<u><u>(75,693)</u></u>

**COUNCIL FOR BRITISH ARCHAEOLOGY (THE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**21. Analysis of cash and cash equivalents**

	<b>2023</b>	<i>As restated</i>
	£	2022 £
Cash in hand	<b>249,593</b>	188,150
<b>Total cash and cash equivalents</b>	<b><u>249,593</u></b>	<u>188,150</u>

**22. Analysis of changes in net debt**

	At 1 April 2022	Cash flows £	Other non-cash changes £	At 31 March 2023 £
Cash at bank and in hand	£ 188,150	(80,057)	141,500	249,593
	<b><u>188,150</u></b>	<b><u>(80,057)</u></b>	<b><u>141,500</u></b>	<b><u>249,593</u></b>

**23. Operating lease commitments**

At 31 March 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2023</b>	<i>As restated</i>
	£	2022 £
Not later than 1 year	<b>14,910</b>	-
Later than 1 year and not later than 5 years	<b>59,640</b>	-
	<b><u>74,550</u></b>	<u>-</u>

The following lease payments have been recognised as an expense in the Statement of financial activities:

	<b>2023</b>	<i>As restated</i>
	£	2022 £
Operating lease rentals	<b><u>26,547</u></b>	<u>32,178</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023

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**24. Related party transactions**

The Charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Charity at 31 March 2023.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**

England & Wales - Charity number 287815

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# Accounts

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# Council for British Archaeology

(A company limited by guarantee)

**CBA Registered Company No. 01760254**  
**Registered Charity in England No. 287815**  
**Registered Charity in Scotland No. SC041971**

## **Trustees' Annual Report for the period**

**From 1st April 2021 to 31st March 2022**

## **Championing Archaeology and Public Participation**

### **Patron**

Our Patron was HRH The Prince Charles, Prince of Wales until his Accession as HM King Charles III

### **President**

Raksha Dave

### **Honorary Vice-Presidents**

Dr Peter Addyman CBE, former CBA President  
David Baker, former Vice-President of the CBA  
Professor Dame Rosemary Cramp CBE,  
Professor Marilyn Palmer MBE, former CBA President

### **Trustees**

Mr K Smith, Chair (appointed 2017; re-elected 2020)  
Professor C Lewis, Vice Chair (co-opted 2016, elected 2017; re-elected 2020)  
Mr P Pollard, Hon Secretary (first elected 2022)  
Vacant, Hon Treasurer  
Dr K McCarrison (first elected 2022)  
Professor J Schofield (first elected 2022)  
Dr S Penrose (first elected 2022)  
Dr S J Elliot (elected 2017; re-elected 2020)  
Mrs F E Gale (co-opted 2018, elected 2018)  
Professor K D Lilley (elected 2017; re-elected 2020)  
Dr A Spaul (co-opted 2016, elected 2017; re-elected 2020)  
Mr J W E Taylor (elected 2017; re-elected 2020)

### **Chief Executive Officer**

Mr N I Redfern (appointed 2 April 2020)

### **Resources Committee**

K Smith, CBA Chair,  
CBA Hon Treasurer (vacant)  
Mr J W E Taylor  
Mr F Taylor (ex-Trustee and previous Hon Treasurer)  
Vacancy

The Council for British Archaeology was founded in 1944 for the 'safeguarding of all kinds of archaeological material and the strengthening of existing measures for the care of ancient and historic buildings, monuments, and antiquities' and to improve public education about archaeology.

### **Company registered number**

01760254

### **Charity registered number**

SC041971 and 287815

### **Registered office**

92 Micklegate, York, YO1 6JX

### **Company secretary**

Mr N I Redfern

### **Charity registered number**

SC041971 and 287815

### **Registered office**

92 Micklegate, York, YO1 6JX

### **Company secretary**

Mr N I Redfern

### **Independent auditors**

Armstrong Watson Audit Limited, York House, Northallerton, North Yorkshire, DL6 2XQ

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# Council for British Archaeology

## Foreword

### A message from our Chair: Ken Smith



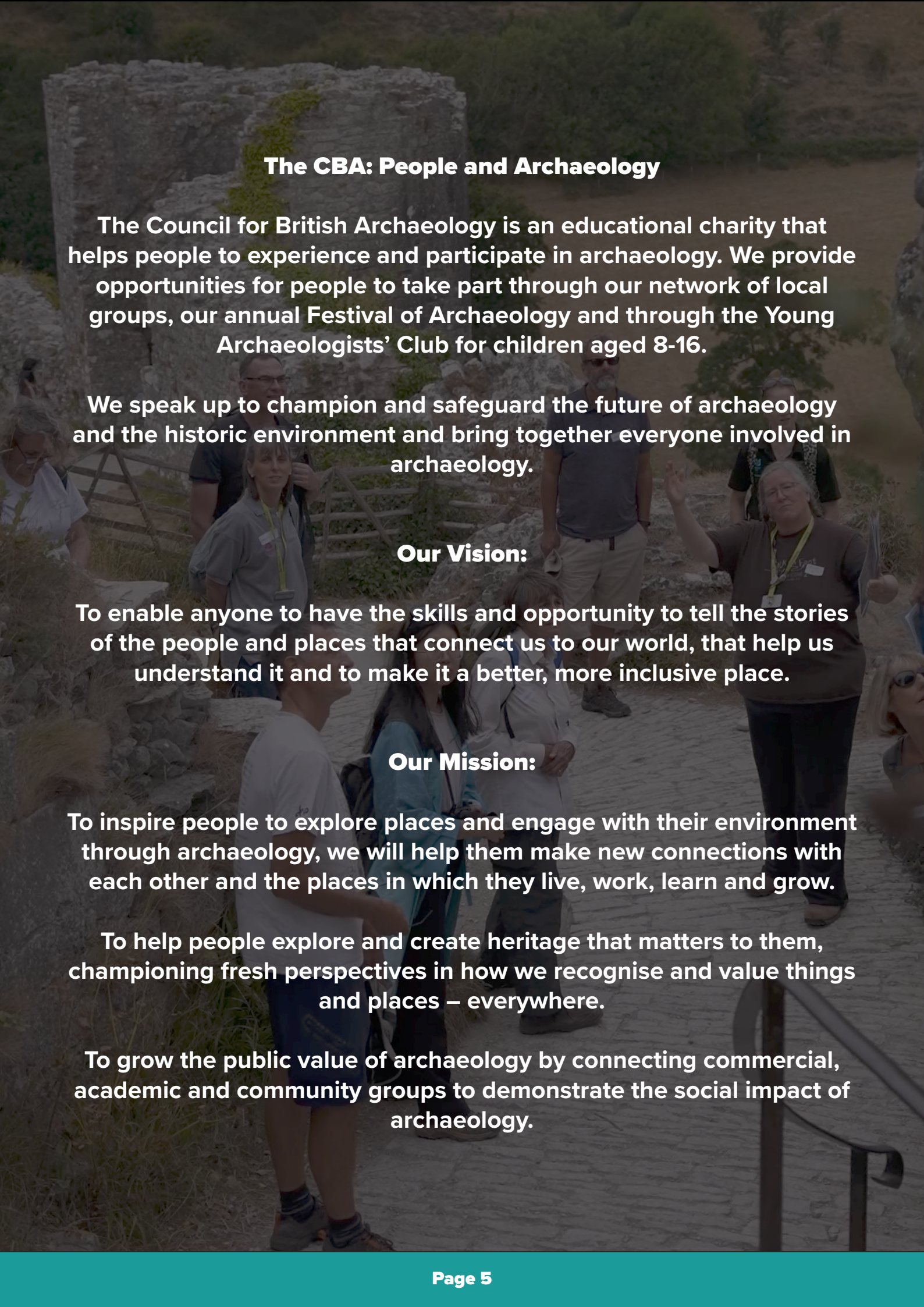
Established in 1944, the Council for British Archaeology has long been one of the stalwarts of the archaeological scene, strongly and consistently supporting public advocacy and engagement with archaeology, helping people appreciate and care for the historic environment. The CBA's wide national remit includes producing British Archaeology magazine and specialist publications; supporting CBA groups across England and Wales and the UK-wide Young Archaeologists' Clubs; organising the Festival of Archaeology; and providing training and skill-building opportunities to community groups. The CBA has a statutory planning remit as one of the six National Amenity Societies consulted on listed building applications. CBA also supports numerous public initiatives and advocates in support of the historic environment.

2021/22 saw emergence from the Covid pandemic. Nevertheless, there continued to be impacts, both positive and negative: Young Archaeologists' Clubs began to meet again but some closed, while others remained moribund; the Festival of Archaeology went hybrid with online and face-to-face events, with over 1200 opportunities to engage in archaeological events across the UK and a digital reach of over 70 million. Our new website and associated provision for members and users enabled our continued provision of new and improved opportunities to engage with, enjoy and understand archaeology at local, regional and national levels. Thanks to the support of many funding bodies, we continued to provide support for others to help their post-Covid re-build and re-launch. We continue, in our current uncertain times, to develop and implement our business plan Action for Growth, to make the CBA an organisation fit for the 21st century, better able to support others in understanding, enjoying and caring for our shared heritage, for a meaningful future for everyone.

### A message from our Executive Director: Neil Redfern



It is hard to look back at 2021/22 without reflecting on the continued challenges posed by the Covid pandemic and world conflicts. The year started with us coming out of the second lockdown and ended with the brutal Russian invasion of Ukraine. Both events have changed how we perceive the world and the challenges we face. The changing perceptions and understanding of our world are important considerations for archaeology. In making the case for archaeology we need to reflect on what archaeology is, how it has developed in the past and how it will evolve over time. We need to actively challenge our perceptions of what we do and, most importantly, draw in new perceptions, thoughts and ideas. Archaeology has never been a static discipline; it has always reached out and drawn in new thinking and ideas. This open approach is central to the CBA's purpose, vision and mission to champion archaeology and public participation: enabling anyone to have the skills and opportunities to tell the stories of the people and places that connect us to our world and to help people explore and create heritage that matters to them, championing fresh perspectives and recognising the value of things and places – everywhere.



## **The CBA: People and Archaeology**

**The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16.**

**We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.**

### **Our Vision:**

**To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.**

### **Our Mission:**

**To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.**

**To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places – everywhere.**

**To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.**

## Our values

Our values define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people.

### The CBA aspires to be:

#### **Inclusive and participatory**

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice.

#### **Curious and enquiring**

- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment: the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

#### **Collaborative**

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes.
- There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved.

#### **Creative, communicative, and connective**

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

#### **Caring and campaigning**

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

## Trustees' Report For The Year Ended 31 March 2022

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2021 to 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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 Director's Report) Regulations 2013 is not required.

### Objectives and Activities

#### a. Policies And Objectives

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologists' Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

#### b. Strategies For Achieving Objectives

The CBA is an independent charity working to celebrate archaeology and champion participation in archaeology across the UK. Our strategic priorities set in 2021 are framed as five goals designed to build and strengthen our five core activity areas. This work is brought together in our business plan 'Strategy for Growth 2021-25'.

### Our strategic priorities 2021-25

#### Goal 1.

Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.

#### Actions:

- Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.

# Council for British Archaeology

## **Goal 2.**

To make archaeology more relevant to people so they feel better able to participate.

### **Actions:**

- Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.
- Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.

## **Goal 3.**

To target increased participation in archaeology for young people under the age of 25.

### **Actions:**

- Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.

## **Goal 4.**

To build the CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.

### **Actions:**

- We will grow the CBA in size and capability, securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.

## **Goal 5.**

To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement.

Archaeology, at its core, is a process of understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.

### **Actions:**

- We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.
- We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising CBA Wales activities that support the well-being objectives.
- We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.

## **Our core activities 2021-25**

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan Strategy for Growth 2021-25 sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

### **(i) CBA membership**

The CBA has approximately 3,500 members and c.270 organisational members (affiliates). We support 11 CBA groups who co-ordinate and deliver activities and support in their geographic areas.

**CBA members:** CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's British Archaeology magazine and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added-value services of interest to existing members and services that will attract new members from all sections of society.

**CBA groups:** We support 11 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.

**CBA affiliates:** Affiliate members include organisations such as local archaeology societies and other community-based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.

### **(ii) CBA Events**

The CBA co-ordinates and supports an annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 31st year in 2021. It is usually a series of events held online and on the ground over a two-week period. In 2021 a total of 505 unique events were delivered by organisers across the UK and the digital reach of the Festival was over 70 million.

Our aspiration is to develop CBA's Festival experience into an annual programme of archaeological events throughout the year. We are currently developing a new online lecture series called "This is Archaeology" which will launch in April 2022.

The Archaeological Achievement Awards, co-ordinated by the CBA, were relaunched in 2021. The awards aim to celebrate archaeology across the UK and Republic of Ireland.

The Marsh Community Archaeology Awards are held each year and celebrate community and youth projects as well as the Community Archaeologist and Young Archaeologist of the Year.

## **(iii) Casework and advocacy**

The CBA is one of six National Amenity Societies whose expertise and role is recognised in statute. Collectively we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. The CBA's casework team handles over 5,800 listed building applications across England and Wales each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building applications and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.

Through managing the JCNAS database Casework Hub, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 6 JCNAS member organisations.

## **(iv) Publications and Communications**

The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c.7,000 including overseas and subscription circulation.

We also publish specialist books and papers containing important archaeological insights which would otherwise not be published due to their specialised nature and limited print runs. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.

## **(v) CBA Youth engagement**

The CBA's Young Archaeologists' Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 75, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities.

Wider youth engagement is, however, central to the CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership.

## **Wales, Scotland and Northern Ireland**

In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we operated through a member of staff who was based in the Principality and worked to align and co-ordinate our activities with key partners, stakeholders and community groups. This post became vacant in October 2021, and we have since reviewed our activity in Wales to better align it to the delivery of our core programmes. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the



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- In November 2021 we launched the After-School YAC club. This new type of branch is aimed at both primary and secondary schools. It is hoped that by creating an after-school network we will be able to support teachers to introduce the subject to more young people across the UK. By doing so, we will also be able to reach individuals who cannot attend weekend clubs for all sorts of reasons (lack of transport, distance to clubs, etc.) and those who might not usually engage with archaeology and heritage. At the end of the reporting year we had received 23 expressions of interest and four applications.
- As part of the funding from Historic England, Cadw's Unloved Heritage project and YAC donations we were able to fund two rounds of Covid-19 Recovery Grants for every YAC branch in the UK. Each branch could apply for up to £200 to support digital delivery and/or their re-opening. 47 branches were funded in this way.
- The HE YAC funding also provided us with the opportunity to develop a Covid-19 Health and Safety Toolkit. This was followed by a comprehensive overhaul of the wider health and safety support for YAC branches. A toolkit and induction package was created, supported by online training offered to all leaders, plus online mini-tutorials. You can view the toolkit here: [YAC H&S Toolkit](#). This work has also led to the revision of the main CBA Health and Safety Policy and additional training.
- Throughout the year we were able to offer online and in-person training for YAC leaders (some of which was also made available to staff and trustees). This was the equivalent of 396 training hours and included:
  - Neurodiversity Awareness Training delivered by sector specialists, GeniusWithin
  - Equity, Diversity and Inclusion Awareness Training delivered via Sound Connections
  - Youth Voice Training delivered by sector specialists Sound Connections
  - Youth Governance Training delivered by sector specialists Sound Connections
  - Introduction to the new CBA Digital Safeguarding Policy and Updated CBA Safeguarding Children and Vulnerable Adults Policy.
  - The My Place in Time project provided four online training sessions, three of which were undertaken during the report period.
  - In-person activity day delivered by the Ice Age Journeys project to scope and test new youth-focused activities for development on the theme of Climate Change and the Environment.

## **(ii) Shout Out Loud:**

Our partnership with the English Heritage 'Shout Out Loud' project enabled us to deliver three youth-focused events as part of the 2021 Festival of Archaeology:

- Beeston Before the Castle: explore the prehistory of the crag (Beeston Castle, Cheshire)
- Fashion and Place: how have the fashion industry and the natural environment shaped one another? (Stott Park, Cumbria)
- Photography and Archaeology: a creative response (Wrest Park, Bedfordshire)
- From Ordinary to Extraordinary was a small grants project funded by Shout Out Loud and the CBA (the latter to support non-English YAC branches). It was designed to give YAC groups the opportunity to design and deliver their own projects based on hidden or untold stories from their local area, following a Youth Voice approach. CBA secured £22,200 to cover the project costs.

Eight groups were awarded up to £1000 each, chosen by a youth panel. No two projects were the same. For example, Brighton YAC explored a pet cemetery, Mersey and Dee researched the Atlantic slave trade in Liverpool, and Oban created a Monopoly-style board game based on the standing buildings and monuments in its local area.

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Our YAC groups also took different approaches to how they researched and presented their discoveries. Colchester YAC created its own trail exploring Tudor martyrs, Rusty Club (Weston) created an exhibition curated by members, and Chiltern, Torbay and Worcestershire recorded, produced and directed their own project films.

At the end of From Ordinary to Extraordinary, we also created a project film featuring all our groups and their final outputs. You can watch it here: [FOTE Project Page](#)

## **(iii) Youth Resources:**

- We continue to create new resources for our YAC groups members and the general public. With the support of our Kickstart Placements we have also been working to update our resource library with new branding, a more consistent format and more detailed background information. You can view an example here: [Artefact Conservation](#).

## **(iv) Wider Youth Engagement:**

- The youth engagement work of the CBA continues to be represented in the British Archaeology magazine as a two-page spread, titled 'Archaeology 8-25'. Written by the Delivery and Engagement Manager, often in partnership with other individuals or organisations the CBA is working with, the spread focuses on current issues impacting youth work within the sector, projects currently underway, and highlights the work of the YAC.
- In late 2021 the CBA embarked upon the second project strand from the HE YAC funding. This is an 18-month youth governance project (followed by the development of a Young Leaders Pathway project) aimed at extending participation in the YAC up to the age of 18. These linked projects will broaden the scope of our diversity and inclusion within the CBA with a particular emphasis on a youth voice approach and aims to bridge the gap between the end of YAC membership (16) and higher education, apprenticeship and work opportunities which typically begin at 18+.

The first phase of the project was to secure a contractor to undertake a consultation project with the target demographic and an evaluator to work with the CBA across the duration of the project strand. The CBA has been working with youth voice sector specialists, Sound Connections, to develop and launch the consultation, which will run through the summer of 2022.

You can find out more about the project here: [Youth Governance: Have your say!](#)

- In May 2021 the CBA employed the first of two 6-month Kickstart Placements, primarily to support the Youth Engagement Team and the content development of the new CBA website. The Kickstart scheme was provided to help 18-24 year-olds into work via the Department of Work and Pensions. Beth Leathley and Celyn Gale have both been exceptional and welcome members of the team. Beth has gone on to secure full-time employment and Celyn has remained with the CBA on a rolling contract. We hope to be able to offer similar paid placements in the future.

## **(2) Membership, CBA Groups and Affiliates**

### **(i) CBA Groups:**

- We supported the important work of the 10 CBA Groups in England and CBA Wales/Cymru. We also continued to develop our relationship with our sister organisation Archaeology Scotland as well as supporting the Northern Ireland Archaeology Forum.

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- We continued to hold quarterly meetings with the CBA Groups in England and Wales to facilitate networking and support across the groups and CBA.
- Over the last year we have been developing a new Memorandum of Understanding between the CBA and CBA Groups. A working group of CBA Group representatives and CBA staff has been meeting monthly to discuss the key areas covered by the MOU and collaboratively develop the document. This process is due for completion in autumn 2022.
- The new CBA website has enabled us to better promote CBA Group events and activities via updated Groups pages (<https://www.archaeologyuk.org/get-involved/groups-and-societies.html>) and improved event listing.

## (ii) Training:

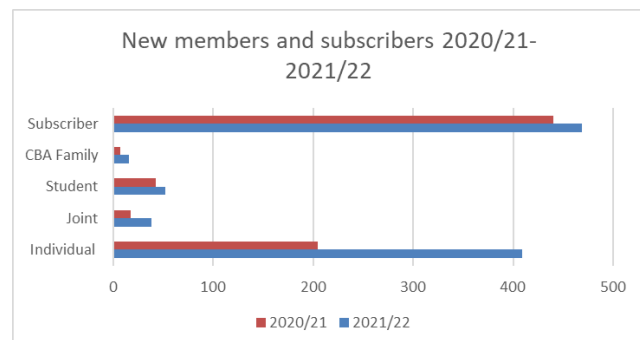
- In 2020/21 we offered a considerable amount of training through our Recharging British Archaeology project funded by Historic England’s Covid-19 Emergency Response Fund. While we have not continued the training programme into 2021/22, we have been developing opportunities to expand it and will continue delivery in 2022/23.

## (iii) Membership benefits:

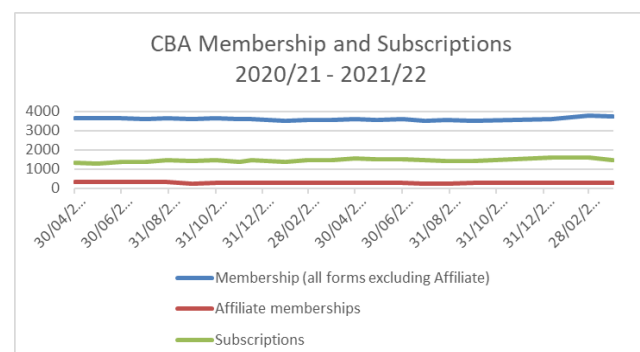
- We published the bi-monthly British Archaeology magazine (circulation 7,000 per edition) and monthly e-newsletters.
- Offered discounts with participating organisations and retail outlets.
- Provided help and support throughout the year to our members, including advice on participation in archaeological activities, advocacy and planning, and volunteering. We also provided advice and support to our affiliate members.

## (iv) Membership numbers:

- New membership has increased considerably in 2021/22 with a total of 515 compared to 273 in 2020/21. New subscriptions have remained stable with 469 in 2021/22, a slight rise on the total of 440 in 2020/21.



- Over the course of 2021/22 membership numbers have remained stable with a slight increase in numbers. In April 2021 membership was 3,594 and in March 2022 had risen to 3,730.



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- Subscription numbers have also remained stable with a slight decrease during the last year from 1,544 in April 2021 to 1,487 in March 2022. The decline is likely to be a result of a membership offer held over summer 2021 which enabled subscribers to upgrade to membership at no extra cost during the Festival of Archaeology.
- Affiliate memberships have continued to decline slightly in the last year. This is likely to be a result of the continued impact of the pandemic with many groups still paused or only recently returning to activities.

## (3) CBA Events

### (i) Festival of Archaeology

- In 2021 the Festival of Archaeology returned with a new hybrid format offering a blend of on the ground and online events from 17 July to 1 August. The theme was “Exploring Local Places” and over the course of the Festival there were 1,229 opportunities to engage in archaeology across the UK.
- Following a fully digital Festival in 2020 we were once again able to support on the ground events. While Covid no longer prevented in-person events some social distancing measures remained in place across the first weekend of the Festival and Covid impacted on the nature of events organisers felt comfortable delivering throughout. As a result, we continued to see a high number of online events as well as an increase in smaller, repeated on the ground events such as guided walks.



- The Festival of Archaeology website (<https://festival.archaeologyuk.org/>) continued to showcase on the ground and digital events and a new resources section was introduced to showcase activities available to access on demand such as pre-recorded talks, self-guided walks and craft activities that will be available throughout the year.
- To support event organisers, the CBA worked with Tialt (<https://www.tialt.org>) to produce two training guides. The “CBA Guide to Inclusive Festival Sessions” is designed to help users think about event audiences and how to make events accessible and welcoming, while the “CBA Guide to Online Presentations” focuses more specifically on delivering high-quality digital events and how activity in a digital space differs from an in-person event. Both guides are available via the Festival website.
- The CBA hosted two in-person events including the Festival’s launch at the Abbey Pumping Station Museum in Leicester where we announced that Raksha Dave had become the CBA’s new President. The closing event of the Festival was held at various locations across the city of Hull and highlighted the archaeology of the Humber region. During the event, CBA Vice-Chair of Trustees Carena Lewis opened nominations for the Archaeological Achievement Awards.

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- Events held during the Festival included An Evening with National Trust Archaeologists, a cave painting workshop in Jersey, tours of Ogwen WWII anti-invasion defenses in Bangor, Wales, a geophysics open day in Bath, a bone and antler carving workshop in Cirencester, and an ArchaeoScience Twitter conference. Other events included family fun days, fieldwork opportunities and a wide range of tours and talks.
- Throughout the Festival the CBA's Executive Director, Neil Redfern, undertook the "Walking and Talking Your Way" challenge. Walking 100 miles across the UK over the course of the Festival, exploring local places, visiting local groups and societies and raising money for three charities.
- The Festival had a wide reach with 39% of participants attending a Festival event for the first time. 98% of participants said they would attend a Festival event again and 74% said they had learned something new.
- Over the course of the 16 days of the Festival, 505 unique events were delivered providing 1,229 opportunities to engage with archaeology. This comprised of 372 on the ground events and 133 digital events, delivered by 219 organisers. This resulted in 51,547 digital engagements and the #FestivalofArchaeology hashtag saw 16.9 million unique impressions (people using the #). Overall, the Festival had a digital reach of over 70 million.

### **(iii) Archaeological Achievement Awards**

- The Archaeological Achievement Awards showcase the very best of archaeology in the UK and Republic of Ireland. Previously known as The British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. The Awards have evolved since then, with a changing cast of sponsors and a changing set of categories, but always with the aim of promoting archaeology to a wider audience and demonstrating the wider public value generated by archaeology.
- Relunched in 2021, as the Archaeological Achievement Awards (AAA), the Awards have a new set of categories and cover the whole of the United Kingdom and Republic of Ireland. The awards were judged by a panel of representatives from across the sector.
- The winners were announced on 7 December 2021 in a virtual ceremony presented by CBA President Raksha Dave. Originally due to be held at Edinburgh Castle, the event on the ground had to be cancelled due to very high winds caused by Storm Barra to ensure visitor and staff safety. Unsurprisingly, within a sector used to showing resilience, an online gathering was quickly arranged and the archaeological community turned up to celebrate.
- The winner of the 2021 Outstanding Achievement Award was the Cuilcagh to Cleenish Memory Map and details of all the winners and highly commended candidates can be found on the CBA website (<https://www.archaeologyuk.org/what-we-do/celebrating-archaeology/archaeological-achievement-awards/previous-winners.html>).

## **(4) Casework and Advocacy**

### **(i) Responding to listed building casework as part of the role of a national amenity society**

We help to protect historic buildings and sites in England and Wales through our casework. We have considered 7,833 Listed Building Consent and planning applications against our criteria for comment, assessed 3,789 in detail and responded with detailed advice to 239 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

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A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response.

The CBA highlights how an archaeological approach to buildings enables an understanding of how the site has evolved and changed. We promote the continuity of informed change as being consistent with age-old approaches. Done well, adaptive reuse, which is based on an understanding of archaeological interest, can sustain and better reveal the significance of historic buildings.

- The CBA submitted a designation application for the reassessment of a multi-phased and astonishingly well-preserved farmstead in the Lake District National Park and World Heritage Site. Eastward Farm clearly holds very high archaeological and historical interest which was not captured by its Grade II designation or sufficiently understood to inform proposals for a substantial scheme of works to modernise the site. We were thrilled to learn that the site has been redesignated at Grade II\* and have recommended that a Level 4 archaeological recording of the site should inform revised proposals that will better sustain Eastward Farm's significance. <https://casework.jcnas.org.uk/case/119758>
- Having objected to the initial proposals to convert a range of barns into housing at Cowhill Fold Farm in Lancashire, the CBA visited the site to better understand its complexity. The c.1600 farmstead is part of a medieval farming hamlet with scant 20th century alterations but in an advanced state of decay. Achieving an adaptive reuse for these barns will realise capital for the owners that should enable further conservation and reuse of semi-derelict structures at the site, including the Grade II\* Parker's Farmhouse (which is on the Heritage at Risk Register). The CBA is looking to support the new generation of owners and management in conserving the historical and archaeological interest of the site through its consolidation, repair and reuse. <https://casework.jcnas.org.uk/case/108323v>
- The CBA assesses planning applications for the archaeological potential of a site above and below ground, which would be impacted by development proposals. The CBA registered a strong objection to the proposed Roman Quarter development in York. Our concerns are primarily around the archaeological methodology proposed for the site, which is in York's nationally designated Area of Archaeological Importance, at what is known to be a Roman crossing of the river Ouse. As well as a methodology which is considered to be disproportionate to the site's archaeological significance, the propounded public benefit from the proposed visitor attraction is being used to justify an over-scaled building that would cause considerable harm to York's cityscape. <https://casework.jcnas.org.uk/case/110198>

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- Hallerton Field Walkers Group alerted us to a concerning application for the erection of an agricultural building in an area of known (but undesignated) archaeological potential of national importance. We assessed the application on its potential to impact on buried archaeology of the highest significance. We objected to the application and brought it to the attention of the local authority's archaeological advisors. We are delighted to have since learned that our letter has been really helpful to the Hallerton Field Walkers in drawing together an application for this site to be scheduled as an ancient monument. <https://archive.jcnas.org.uk/case/112940>

CBA Casework promotes the importance of archaeological and heritage strategies as part of proposals for large development schemes. We highlight their potential to realise tangible public benefits that reinforce the connection between people and a sense of place.

The CBA campaigns for the historic environment through supporting local groups. We are regularly contacted by local organisations looking for support on local campaigns to conserve aspects of their local historic environment. This year these have included:

- Our continuing support and promotion of 'Hands off our hillfort' (HOOH) local campaigning group, who have run a long-standing campaign objecting to housing developments in the setting of Old Oswestry Hillfort. The CBA has objected to proposals for housing developments here since 2019. We objected most recently in January 2022 and promoted the local campaign via our media channels and newsletter. The CBA was really pleased when this planning application was refused in March 2022. <https://casework.jcnas.org.uk/case/110894>
- We have responded to local concerns regarding development within the parkland around Guildford Cathedral. Our advice to the planning authority was that the land, which was bequeathed as a memorial to Canadian servicemen lost in the world wars, held heritage significance that should be understood and sustained within any justifiable development of the proposal site. <https://casework.jcnas.org.uk/appl/169665>
- The CBA responded to local concerns about the proposed demolition of the George and Dragon public house in Higher Hurdsfield. The building evidences multiple phases of development since at least the 17th century, but has stood derelict since a fire in 2019. It is one of the earliest buildings in the conservation area. The CBA is supporting local residents in advocating for its repair, adaptation and reuse rather than clearance of the site. <https://casework.jcnas.org.uk/case/112216>
- The CBA casework team has begun campaigning for the reuse of locally listed buildings on environmental as well as heritage grounds. Not only do locally listed structures contribute to the character of a place, they often also contain considerable embodied carbon. When the 'whole life carbon' of a building is considered (not just daily emissions) their reuse is the most sustainable option for the environment as well as beneficial to a sense of place and local identity. We have argued this position over plans to demolish locally listed structures in England and Wales. These are a couple of examples of this type of casework;  
12-18 Skinnergate, Darlington <https://casework.jcnas.org.uk/case/115557>  
Colonnade House, 2-7 High Street, Worthing <https://casework.jcnas.org.uk/case/117245>
- We have collaborated with other national amenity societies and local authority historic environment specialists in our continued objection to proposals to redevelop Lowesmoor Wharf in Worcester. We have recommended an alternative scheme is sought that greatly reduces the quantity of demolition of locally listed structures that contribute to the legibility of the phased development of this area of the city, its character and special interest. <https://casework.jcnas.org.uk/appl/171244>

## **(ii) Responding to national archaeological issues in an advocacy capacity**

We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform and the Government's proposals as set out in the Planning White Paper; immigration issues relating to the migration of workers post-Brexit and the shortage of qualified archaeologists within the commercial development sector. The CBA and CIfA successfully pressed for archaeology to be included on the 'protected' Shortage Occupations list to gain some exemption from the salary-based approach. We have continued to input directly and via The Heritage Alliance into the Environment Bill and the 25 Year Environment Plan setting out the importance of archaeology and the historic environment to the overall environment of England.

- We have monitored and responded to a growing number of university archaeology departments that are closing, reducing teaching numbers or being put at threat. We provide the secretariat for University Archaeology UK and have been supporting their advocacy with Ministers directly and via the All Party Parliamentary Archaeology Group.

The CBA continues to play an active role in multiple advocacy groups to support our purpose, vision and mission in championing archaeology and public participation in archaeology. These include;

- The CBA collaborates and actively co-ordinates our national advocacy work with the Chartered Institute for Archaeologists (CIfA), via a joint Memorandum of Understanding. This focuses on all aspects of advocacy and promotion of archaeology bringing together CIfAs technical and professional remit and the CBA wider public reach in the support of archaeology.
- The CBA is an active member of The Heritage Alliance, within which we sit on the Spatial Planning Advocacy Group (SPAG) and Rural Heritage Advocacy Group (RHAG).
- The Historic Environment Forum (HEF). Our Executive Director sits on the HEF Steering Group and main Forum and we are members of the Historic Environment Planning Reform Group (HEPRG).
- Our Executive Director sits on the Heritage Counts Delivery Board as a representative of HEF.
- In collaboration with Historic England, the CBA co-chairs the Historic Environment Health and Wellbeing Group – a new cross-sector group looking at better articulating, evaluating and celebrating the benefits heritage can contribute in terms of people's health and well-being.
- The CBA is a member of the Countryside and Wildlife Link, through which we feed historic environment considerations into natural environment-led responses to government consultations. This year these have included; the Government's response to the Glover Review of protected landscapes and new agri-environment schemes.
- The CBA provides the secretariate for The Archaeology Forum (TAF) and supports its role in providing a secretariate for the All Party Parliamentary Archaeology Group (APPAG).
- The CBA provides the secretariate for University Archaeology UK (UAUK), supporting university archaeology departments.

We have responded to numerous policy consultations this year from MHCLG/DLUHC, DCMS and Historic England. These include:

- DCMS committee on levelling up – call for evidence on cultural placemaking and the levelling up agenda
- Historic England's Planning and Archaeology HEAN pre-consultation draft – comments
- DLUHC - Levelling Up White Paper – initial consultation
- A consultation on the Government's response to the Glover Review on landscapes – 'Landscapes Review (National Parks and AONBs): Government Response'

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- Historic England’s archaeological sensitivity mapping project – external stakeholders meeting
- How Do We Learn? A workshop on archaeological fieldwork syntheses, Society of Antiquaries of London, Historic England and British Academy
- Historic England’s Industrial Strategy Consultation Draft – comments.
- The CBA also advocates for the preferential reuse of buildings, as opposed to their demolition in our response to the Government’s call for evidence on ‘sustainability in the built environment’. Within our consultation response we also recommended a drop in VAT on building materials for repair in order to create parity in the options for developers. The difference of 20% VAT on materials and labour for repair and zero VAT for new build construction currently incentivises demolition of standing structures, which is counter-intuitive given the current climate crisis.
- We continued to be actively involved with the proposals for the A303 near Stonehenge providing additional information to the Planning Inspectorate via our Hon Vice-President George Lambrick. We have maintained our serious concerns and objection to the overall scheme.
- A417 Missing Link – We are supporting a number of conservation bodies including Cotswolds Conservation Board, CPRE Gloucestershire Ramblers, Gloucestershire Wildlife Trust, the National Trust and Woodland Trust in their efforts to urge Highways England to ensure that plans for the A417 ‘Missing Link’ road scheme properly consider the natural beauty, diverse wildlife and unique heritage of the Cotswolds landscape and in particular the setting and significance of Crickley Hill.

## **(iii) CBA Casework and Advocacy in Wales**

We continued to meet our casework targets for Wales. Between 1/4/2021 and 31/3/2022, 523 applications were assigned to the CBA. Out of these, 287 were assessed in detail (54%) and 19 responses provided (6%) with letters of support, objection, or advice.

- We have been an active member of the Minister’s Historic Environment Group and the Local Heritage sub-group.
- CBA continues to host the Secretariat of the Wales Heritage Group (WHG). Meetings have continued to be held virtually due to Covid.
- We have contributed to the Historic Environment Legislation Consolidation Advice Group.
- We have produced and circulated six issues of Wales Heritage Exchange on behalf of the Wales Heritage Group of amenity societies.

## **(5) Publications and Communications**

### **(i) British Archaeology**

- The CBA publishes British Archaeology, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. British Archaeology remains our flagship publication and will continue to play an important part in our mission of supporting people to value archaeology.
- For 2021-22, we have continued our partnership with Antiquity, highlighting content and features from that international journal. The CBA team is continuing to contribute to briefing pages focusing on our youth engagement work (Archaeology 8-25) and our activities to support members, groups and community archaeology (Archaeology Active). These changes not only maintain the high quality of the articles we feature but bring the work of the CBA and community archaeology to greater prominence.

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- The CBA also provides British Archaeology magazine through subscription and offers an online version, including back copies online via Exact Editions ([www.exacteditions.com/read/british-archaeology](http://www.exacteditions.com/read/british-archaeology)).
- We are also increasing promotion of British Archaeology and its back copies online, notably through a dedicated page on the CBA website, including access to free articles.

## **(ii) Specialist Publications**

- We also publish specialised books and papers containing important archaeological insights which would otherwise not be published due to their specialist nature and limited print runs.
- A full range of publications from our back catalogue are available from the CBA website at [Shop listing Council for British Archaeology \(archaeologyuk.org\)](http://archaeologyuk.org).

## **(iii) CBA Websites**

- In addition to our core activities many CBA services are provided free of charge to our beneficiaries via the CBA's gateway website ([www.archaeologyuk.org](http://www.archaeologyuk.org)), which also now hosts all Festival information and resources ([www.archaeologyuk.org/festival](http://www.archaeologyuk.org/festival)). The website also hosts a “members-only” area which provides exclusive content for members. Free resources and information for young people, schools and volunteers can be accessed via the YAC website ([www.yac-uk.org](http://www.yac-uk.org)).
- The CBA gateway site is one of the largest providers of archaeological information in the world. Many of the CBA's published works are also currently available free online – including over 100 CBA research reports via the Archaeology Data Service (<http://archaeologydataservice.ac.uk/>).
- This year saw the culmination of our ongoing investment project to improve our website Content Management System and our Customer Relationship Management (CRM) platform, with the launch of a brand-new website/CMS and CRM in October 2021. The new site is more accessible than ever, with a much easier user experience, housing a rich and varied array of content, and with a new and improved design. The Festival of Archaeology “mini-site” was built into the wider CMS during 2022. We are continuing to assess website functionality, improving this where necessary. Website content is also dynamic, with regular additions and updates.
- Engagement levels have dipped slightly compared to last year, potentially owing to the transfer to the new CRM and CMS. The CBA website had 106,792 unique users this year compared to 111,592 for the previous year.

## **(iv) Social Media**

- The CBA maintained active output on four key social media platforms in addition to our website: Twitter (@archaeologyuk), Instagram, Facebook and YouTube.
- CBA social media accounts have a combined following of 131,189 followers.

## **(6) Notes**

### **(i) Income Generation**

- Although much of the information and services are provided free of charge to further the charity's objectives, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

## **(ii) Grant-Making Policies**

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

As noted in Sections 1.(i) and 1.(ii) above, we were able to offer grants to YAC branches under two schemes:

- Covid-19 Recovery Grants (up to £200)
- From Ordinary to Extraordinary Project Grants (up to £1000)

## **(iii) Main Activities Undertaken to Further the Charity's Purpose for Public Benefit**

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of the CBA's remit where the eventual impact may be difficult to quantify and result from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

## **(iv) Environmental Policy**

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the recycling of material wherever possible. This ethos flows into the outreach work of the CBA – encouraging others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible whilst also maintaining vital income streams where necessary.

## **Achievements and Performance**

### **(i) Review Of Activities**

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment. It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their collective voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through

# Council for British Archaeology

such bodies as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed online Casework Hub. This year we have successfully integrated the Ancient Monument Society and The Twentieth Century Society onto the shared casework database. This means that all six of the National Amenity Societies are now sharing a centralised database of consultations for changes to the historic environment.

This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

This year saw the Young Archaeologists' Club bounce back from the challenges of the global pandemic, returning to face-to-face activity but also maintaining a level of digital delivery, resources, events and training, as outlined above. In particular the opening of a new Wales Online YAC branch has enabled us to extend our reach and address barriers to inclusion. We are delighted that this model will be rolled out to Scotland with the opening of a new Scotland Online YAC branch there in partnership with our sister organisation Archaeology Scotland.

In November 2021 we launched the [After-School YAC Club](#). This new type of branch is aimed at both primary and secondary schools. It is hoped that by creating an after-schools network we will be able to support teachers to introduce the subject to more young people across the UK. By doing so, we will also be able to reach individuals who cannot attend weekend clubs for all sorts of reasons (lack of transport, distance to clubs, etc.) and those who might not usually engage with archaeology and heritage. At the end of the reporting year we had received 23 expressions of interest and four applications.

The Festival of Archaeology returned with a new hybrid format offering a blend of on the ground and online events from 17 July to 1 August. The theme was "Exploring Local Places" and over the course of the Festival there were 1,229 opportunities to engage in archaeology across the UK.

Following a fully digital Festival in 2020 we were once again able to support on the ground events. While Covid no longer prevented in-person events, some social distancing measures remained in place across the first weekend of the Festival and Covid impacted on the nature of events organisers felt comfortable delivering throughout. As a result, we continued to see a high number of online events as well as an increase in smaller, repeated on the ground events such as guided walks.

The Festival of Archaeology website (<https://festival.archaeologyuk.org/>) continued to showcase on the ground and digital events and a new resources section was introduced to present activities available to access on demand such as pre-recorded talks, self-guided walks and craft activities that will be available throughout the year.

Throughout the Festival the CBA's Executive Director, Neil Redfern, undertook the "Walking and Talking Your Way" challenge, walking 100 miles across the UK over the course of the Festival, exploring local places, visiting local groups and societies and raising money for three charities.

The Festival is key to how we reach new audiences with 39% of participants attending a Festival event for the first time. 98% of participants said they would attend a Festival event again and 74% said they had learned something new.

# Council for British Archaeology

Our hybrid approach has allowed us to develop a considerable digital reach; over the course of the 16 days of the Festival, 505 unique events were delivered providing 1,229 opportunities to engage with archaeology. This comprised of 372 on the ground events and 133 digital events, delivered by 219 organisers. This resulted in 51,547 digital engagements and the [#FestivalofArchaeology](#) hashtag saw 16.9 million unique impressions (people using the #) and the Festival had a digital reach of over 70 million.

Our AGM was held on 3 February 2022 and was hosted online. It included our annual Beatrice De Cardi Lecture which was presented by Dr Neil Wilkin FSA, FSA Scot, Curator of Early Europe (Neolithic and Bronze Age collections) at the British Museum and titled 'The World of Stonehenge Exhibition' and the launch of the Marsh Community Archaeology Awards.

We were also delighted to confirm the election of Professor Marilyn Palmer MBE, FSA, as Honorary Vice-President of the Council for British Archaeology. In the spring of 2021, the CBA was informed that, after a long and distinguished association with the CBA East Midlands and the CBA nationally, Professor Marilyn Palmer had decided to step back from her formal roles with the CBA. She is Emeritus Professor of Industrial Archaeology at the University of Leicester and a former Vice-President and President of the CBA (Vice-Chair and Chair). Marilyn has had a life-long interest in industrial archaeology, teaching first in adult education from the 1970s and then as part of full-time university courses from the 1990s. She has been involved with the Association for Industrial Archaeology since the late 1970s. Marilyn co-wrote Industrial Archaeology (2011) for the CBA's Practical Handbook series with Mike Nevell and Mark Sissons. She was a trustee of the CBA from October 2008 when she was elected as Vice-President (Vice-Chair). Marilyn remained as Vice President until becoming Chair in 2017. She stepped down in 2018 having completed a full 3 terms in post. Considering this long service to the CBA, the Board of Trustees agreed that Marilyn Palmer MBE, FSA should be put forward for election to the post of Honorary Vice-President which was supported by the CBA membership at the AGM on 3 February 2022.

This year also saw us launch the Archaeological Achievement Awards to showcase the very best of archaeology in the UK and the Republic of Ireland. Previously known as The British Archaeological Awards, the Awards were launched in 1976, with a focus on celebrating community archaeology. The Awards have evolved since then, with a changing cast of sponsors and a changing set of categories, but always with the aim of promoting archaeology to a wider audience and demonstrating the wider public value generated by archaeology.

The winners were announced on 7 December 2021 in a virtual ceremony presented by CBA President, Raksha Dave. Originally due to be held at Edinburgh Castle, the event on the ground had to be cancelled due to very high winds caused by Storm Barra to ensure visitor and staff safety. Unsurprisingly, within a sector used to showing resilience, an online gathering was quickly arranged and the archaeological community turned up to celebrate. The winner of the 2021 Outstanding Achievement Award was the Cuilcagh to Cleenish Memory Map and details of all the winners and highly commended candidates can be found on the CBA website (<https://www.archaeologyuk.org/what-we-do/celebrating-archaeology/archaeological-achievement-awards/previous-winners.html>).

Our statutory casework continues to underpin our wider advocacy work and forms an important element of our charitable status and the public benefit we deliver. Through our advice we help to protect historic buildings and sites in England and Wales through our casework. This year we have considered 7,833 Listed Building Consent and planning applications against our criteria for comment, assessed 3,789 in detail and responded with detailed advice to 239 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We take an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

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The favorable financial position at the end of 2021-22 is largely down to the CBA's success in securing Emergency grant support in 2020-21 from the DCMS Cultural Recovery Fund and the Welsh Government Cultural Recovery Fund. This has enabled us to rebuild our reserves and to carry over much needed investment in our digital infrastructure.

We have benefited from longer-term core funding from Historic England for our Youth Engagement work and the Festival of Archaeology. This has enabled us to develop 3-year programmes and more resilient delivery.

As well as supporting core costs, the DCMS Cultural Recovery Fund support enabled the development of crucial digital infrastructure, which was to have been the subject of an NLHF application, delayed because of the pandemic. The funding supported the development of a new CRM to replace the outdated membership database, and which is linked to our new website. Both the old database and the old website represented significant risks to the business, as both were unstable and limited the scope for the CBA to communicate effectively with members.

We were also grateful to receive a legacy from the Estate of the Late Catherine Janet Neaverson of £70,000. This highlights the growing importance of donations, legacies and sponsorship to the CBA.

## Breakdown of 2021-22 income:

Sponsorship, donations & Legacies	£139,700
Grants	£436,400
Membership	£191,000
BA Magazine	£84,000

Funding Type	2018/2019	2019/2020	2020/2021
Grants	302,362	162,932	541,108
Membership	179,699	153,492	180,000
Subscriptions	42,900	48,295	53,154
Sponsorship, donations & legacies	17,295	7,765	75,481
Gift Aid	24,010	30,971	32,732
<b>Total</b>	<b>576,266</b>	<b>403,455</b>	<b>882,475</b>

We are undertaking further work to improve our fundraising position and how we seek donations and legacies. See [Leave a Lasting Legacy Council for British Archaeology \(archaeologyuk.org\)](https://archaeologyuk.org).

## (ii) Investment Policy and Performance

The Trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

## Financial Review

### (i) Going Concern

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing off the 2021-22 accounts. The Trustees believe that adopting the “going concern” approach is a reasonable one for the following reasons:

- Firstly, the organisation has cash reserves which provide headroom against variance from our forecast cash flow.

# Council for British Archaeology

- Secondly, management continue to seek savings on existing activities and delivery to ensure we move towards a balanced annual budget.
- Thirdly, there are ongoing discussions about a number of project income streams which are not yet included in draft budgets for 2023-4 and which would contribute to staffing costs and other overheads, if and when secured.
- Finally, the organisation is being much more proactive about seeking sponsorship and has achieved notable recent success.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees and Executive Management Team maintain a tight financial oversight on expenditure to maintain headroom and ensure the financial stability of the Charity.

## **(ii) Principal Funding**

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and Cadw who help to support the Young Archaeologist's Club and the Festival of Archaeology and our work on planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core costs of both the Young Archaeologist's Club and the Festival of Archaeology over the next three years up to 2024, supporting both their post-covid recovery and expansion.

Our membership income is broadly static with slight improvements in the most recent year. Sponsorship and donations come from a range of public and private sector organisations and individuals and increasingly form a core area of our funding.

## **(iii) Reserves Policy**

During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organisation to meet the ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves to at least one month of then current operating costs by the end of Y2 of the business plan and two months by end of Y4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In addition to the amount already committed to reserves, the plan is to add £20,000 in Year 3 (2023/24) and £25,000 in Year 4 (2024/25).

## **Structure, Governance and Management**

### **(i) Constitution**

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019-20, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice

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concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

## **(ii) Method of Appointment or Election of Trustees**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariate of staff and various voluntary advisory committees.

## **(iii) Policies Adopted for the Induction and Training of Trustees**

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register.

Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

## **(iv) Pay Policy**

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with the CBA's commitment to equity and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out-of-pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

## **(v) Risk Management**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

### Structure, Governance and Management

The ongoing impact of Covid continues to leave the CBA with many challenges, and these are now being extended by the current economic climate and cost of living crisis. Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage.

The CBA continues to respond by developing its hybrid format to its service and events such as the Festival of Archaeology, and providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website. What we learnt will change our approach to future engagement and we know we also have much ground to cover. Our YAC clubs continue to need support to return to in-person operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

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The year has helped us continue our focus on our core areas of work. The five activity areas which are our strongest in terms of delivery, reach and purpose. They support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, Strategy for Growth 2021-25, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next four years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and Twitter, and additional Twitter accounts for YAC and Festival of Archaeology's Ask an Archaeologist Day have a growing number of followers that we will continue to build. Translating this reach into income will be an important focus moving forward.

Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement.

Our social media platforms will also play a key part in achieving the five key goals outlined in the Strategy for Growth business plan and, like many membership organisations, we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key hub through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into an active set of behaviors to help shape our approach and to challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

## **Trustees' Responsibilities Statement**

The Trustees (who are also directors of The Council for British Archaeology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

### Disclosure Of Information To Auditors

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select the suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities Statement of Recommended Practice;
- Make judgements and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

# Council for British Archaeology

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

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- So far as Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware
- Trustees have taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees on 14 November 2022 and signed on their behalf by:

Mr K Smith, Chair of Trustees



Date: 16/12/22

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY**

### **Opinion**

We have audited the financial statements of The Council For British Archaeology (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY (CONTINUED)**

### **Other Information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

### **Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial

# **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY**

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to go-ing concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material mis-statement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non compliance with laws and regulations. We de-sign procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detect-ing irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the charity through discussions with trustees and management and review of appropriate industry knowledge;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- Identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non compliance throughout the audit.

We assessed the susceptibility of the financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- Considering the internal controls in place to mitigate risks of fraud and non compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures as a risk assessment tool to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH ARCHAEOLOGY (CONTINUED)**

In response to the risk of irregularities and non compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation; and
- Enquiring of management as to actual and potential litigation and claims.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing fraud or non compliance with laws and regulations and cannot be expected to detect all fraud and non compliance with laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Turner (Senior statutory auditor)

for and on behalf of  
Armstrong Watson Audit Limited

Chartered Accountants  
Statutory Auditor

Northallerton

Date: 16/12/22

## **STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)	Total funds 2021 (£)
<b>Income from:</b>					
Donations and legacies	3	70,071	2,375	72,446	58,984
Charitable activities	4	572,341	279,649	851,990	882
Investments		1		1	1
<b>Total income</b>		<b>642,413</b>	<b>282,024</b>	<b>924,437</b>	<b>941,417</b>
<b>Expenditure on:</b>					
Raising funds	5	192		192	412
Charitable activities	6	794,438	41,298	835,736	795,429
<b>Total expenditure</b>		<b>794,630</b>	<b>41,298</b>	<b>835,928</b>	<b>795,841</b>
<b>Net movement in funds</b>		<b>(152,217)</b>	<b>240,726</b>	<b>88,509</b>	<b>145,576</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		68,768	129,058	197,826	52,250
Net movement in funds		152,217	240,726	88,509	145,576
<b>Total funds carried forward</b>		<b>83,449</b>	<b>369,784</b>	<b>286,335</b>	<b>197,826</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 37 to 47 form part of these financial statements.

# BALANCE SHEET

AS AT 31 MARCH 2022

	Note		2022 (£)		2021 (£)
<b>Fixed Assets</b>					
<b>Current Assets</b>					
Stocks	10	19,619		19,619	
Debtors	11	158,101		184,313	
Cash at bank and in hand		188,150		263,844	
		365,870		467,776	
Creditors: amounts falling due within one year	12	79,534		269,950	
<b>Net current assets</b>			286,336		197,826
<b>Total assets less current liabilities</b>			286,336		197,826
<b>Total net assets</b>			286,336		197,826
<b>Charity funds</b>					
Restricted funds	13		95,953		129,058
Unrestricted funds	13		190,383		68,768
<b>Total funds</b>			286,336		197,826

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by: *Ken Smeets*

Date: 16/12/22

The notes on pages 37 to 47 form part of these financial statements.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

## 1. General information

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

## 2. Accounting policies

### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Council For British Archaeology 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.

### 2.2 Going concern

The charity has reported a net profit for the year of £121,614. The net current asset position at the year end was £288,336, up from £30,510 in the prior year.

The additional income in 2021/22 has improved the CBA's financial position and the trustees have reasonable confidence that the organisation has sufficient funds to meet planned expenditure for at least twelve months from the point of signing the accounts. The organisation has new digital infrastructure in place, and is making planned investments in staffing capacity to enable it to grow its future income to ensure its long term sustainability. For this reason, the financial statements have been prepared on a going concern basis.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. However, there are discretionary elements to the cost base of the Charity, such as marketing and recruitment spend that could be phased on an alternative basis. The Trustees would apply this discretionary pressure to maintain headroom and ensure the financial stability of the Charity.

### 2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in ad-advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is im-practical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

### **2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

### **2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### **2.6 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

### **2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

### **2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the de-posit or similar account.

### **2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

### **2.10 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### **2.11 Pensions**

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent administered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

### **2.12 Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**3. Income from donations and legacies**

	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)
Donations	56,194	2,375	58,569
Gift aid	13,877		13,877
	<b>70,071</b>	<b>2,375</b>	<b>72,446</b>

	Unrestricted funds 2021 (£)	Restricted funds 2021 (£)	Total funds 2021 (£)
Donations	23,214	1,558	24,772
Gift aid	34,212		34,212
	<b>57,426</b>	<b>1,558</b>	<b>58,984</b>

**4. Income from charitable activities**

	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)
Young Archaeologists Club		187,179	187,179
Information & Communications	265,324	92,470	357,794
Capacity Building & Promotion	116,005		116,005
Membership	191,012		191,012
	<b>572,341</b>	<b>279,649</b>	<b>851,990</b>

	Unrestricted funds 2021 (£)	Restricted funds 2021 (£)	Total funds 2021 (£)
Young Archaeologists Club		67,286	67,286
Information & Communications	218,361	35,162	253,523
Capacity Building & Promotion	375,574		375,574
Membership	186,049		186,049
	<b>779,984</b>	<b>102,448</b>	<b>882,432</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**5. Expenditure on raising funds**

	Unrestricted funds 2022 (£)	Total funds 2022 (£)
Expenditure on raising voluntary income	192	192
Expenditure on raising voluntary income	412	412

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Unrestricted funds 2022 (£)	Restricted funds 2022 (£)	Total 2022 (£)
Conservation & Community	28,976		28,976
Young Archaeologists Club	48,646	10,792	59,438
Information & Communications	290,941	30,506	321,447
Capacity Building & Promotion	49,130		49,130
Membership	125,200		125,200
Support costs	251,545		251,545
	<b>794,438</b>	<b>41,298</b>	<b>835,736</b>

	Unrestricted funds 2021 (£)	Restricted funds 2021 (£)	Total 2021 (£)
Conservation & Community	27,417		27,417
Young Archaeologists Club	55,081	3,938	59,019
Information & Communications	260,720	28,284	289,004
Capacity Building & Promotion	188,679		188,679
Membership	53,066		53,066
Support costs	178,244		178,244
	<b>763,207</b>	<b>32,222</b>	<b>795,429</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 7. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £9,000 (2021 £6,440).

### 8. Staff costs

	2022 (£)	2021 (£)
Wages and salaries	310,043	292,425
Social security costs	20,928	20,116
Contribution to defined contribution pension schemes	27,940	27,087
	<b>358,911</b>	<b>339,628</b>

The average number of persons employed by the Company during the year was as follows:

### Staff Numbers

	2022	2021
Staff numbers	13	12

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
In the band £60,001 - £70,00	1	

### 9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 £NIL).

During the year ended 31 March 2022, expenses totalling £NIL were reimbursed to Trustees (2021 £NIL).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**10. Stocks**

	2022 (£)	2021 (£)
Book stock	19,619	19,619

**11. Debtors**

	2022 (£)	2021 (£)
<b>Due within one year</b>		
Trade debtors	41,861	21,811
Other debtors	4,417	8,179
Prepayments and accrued income	111,823	154,323
	<b>158,101</b>	<b>184,313</b>

**12. Creditors: Amounts falling due within one year**

	2022 (£)	2021 (£)
Trade creditors	21,872	94,973
Other taxation and social security	6,414	5,981
Other creditors	3,472	22,803
Accruals and deferred income	47,776	146,193
	<b>79,534</b>	<b>269,950</b>

**13. Statement of funds**

**Statement of funds – current year**

	Balance at 1 April 2021 (£)	Income (£)	Expenditure (£)	Income (£)
<b>Unrestricted funds</b>				
General Funds – all funds	68,768	916,245	(794,630)	190,383
<b>Restricted funds</b>				
Restricted Funds – all funds	129,058	8,193	(41,298)	95,953
<b>Total of funds</b>	<b>197,826</b>	<b>924,438</b>	<b>(835,928)</b>	<b>286,336</b>

Overall total funds increased for the year by £145,575 (2020 – decreased by £111,166). At 31st March 2021, total funds carried forward are £197,825 (2020 – £52,250), of which £150,714 (2020 – £57,274) are restricted.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Statement of funds prior year**

	Balance at 1 April 2020 (£)	Income (£)	Expenditure (£)	Balance at 31 March 2021 (£)
<b>Unrestricted funds</b>				
General Funds all funds	(5,024)	837,411	(763,619)	68,768
<b>Restricted funds</b>				
Restricted Funds all funds	57,274	104,006	(32,222)	129,058
<b>Total of funds</b>	<b>52,250</b>	<b>941,417</b>	<b>(795,841)</b>	<b>197,826</b>

**14. Summary of funds**

**Summary of funds current year**

	Balance at 1 April 2021 (£)	Income (£)	Expenditure (£)	Balance at 31 March 2022 (£)
<b>Unrestricted funds</b>				
General Funds all funds	68,768	916,245	(794,630)	190,383
<b>Restricted funds</b>				
Restricted Funds all funds	129,058	8,193	(41,298)	95,953
<b>Total of funds</b>	<b>197,826</b>	<b>924,438</b>	<b>(835,928)</b>	<b>286,336</b>

**Summary of funds – prior year**

	Balance at 1 April 2020 (£)	Income (£)	Expenditure (£)	Balance at 31 March 2021 (£)
<b>Unrestricted funds</b>				
General Funds all funds	(5,024)	837,411	(763,619)	68,768
<b>Restricted funds</b>				
Restricted Funds all funds	57,274	104,006	(32,222)	129,058
<b>Total of funds</b>	<b>52,250</b>	<b>941,417</b>	<b>(795,841)</b>	<b>197,826</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**15. Analysis of net assets between funds**

**Analysis of net assets between funds current year**

	Unrestrict-ed funds 2022 (£)	Restricted funds 2022 (£)	Total funds 2022 (£)
Current assets	269,917	95,953	365,870
Creditors due within one year	(79,534)		(79,534)
<b>Total</b>	<b>190,383</b>	<b>95,953</b>	<b>286,336</b>

**Analysis of net assets between funds prior year**

	Unrestrict-ed funds 2021 (£)	Restricted funds 2021 (£)	Total funds 2021 (£)
Current assets	338,718	129,058	467,776
Creditors due within one year	(269,950)		(269,950)
<b>Total</b>	<b>68,768</b>	<b>129,058</b>	<b>197,826</b>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**

England & Wales - Charity number 287815

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# Accounts

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CBA Registered Company No. 01760254  
Registered Charity in England No. 287815  
Registered Charity in Scotland No. SC041971

**Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

**Council for British Archaeology**  
**(A company limited by guarantee)**

**Championing Archaeology  
and  
Public Participation in Archaeology**

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
**(A company limited by guarantee)**

**Patron**

HRH Prince of Wales

**President**

Raksha Dave

**Honorary Vice-Presidents**

Dr Peter Addyman CBE, former Director of the York Archaeological Trust & former CBA President  
David Baker, former Vice-President of the CBA  
Professor Dame Rosemary Cramp CBE, Emeritus Professor, University of Durham & former CBA President  
Professor Barry W Cunliffe CBE, Emeritus Professor, University of Oxford & former CBA President  
Dr Philip Dixon, former CBA Honorary Secretary & President  
Professor Peter J Fowler, Emeritus Professor, University of Newcastle upon Tyne & former CBA President  
Frances Griffith, Devon County Archaeologist & former CBA Honorary Secretary  
George Lambrick, former Director of the CBA  
Professor Richard Morris OBE, former Director of the CBA  
Paul Oldham, former Honorary Treasurer of the CBA  
Dr Kate Pretty CBE, former CBA President  
Dr Francis Pryor MBE, former CBA President

**Trustees**

K Smith, Chair (appointed 2017; re-elected 2020)  
Professor C Lewis, Vice Chairman (co-opted 2016, elected 2017; re-elected 2020)  
Mr T J Hedley-Jones, Hon Secretary (first elected 2015, re-elected 2018)  
Vacant, Hon Treasurer  
Mrs M I Butler (first elected 2015, re-elected 2018)  
Lady S J Dormer (elected 2017; re-elected 2020)  
Dr L Dyson (first elected 2015, re-elected 2018)  
Dr S J Elliot (elected 2017; re-elected 2020)  
Mrs F E Gale (co-opted 2018, elected 2018)  
Professor K D Lilley (elected 2017; re-elected 2020)  
Dr A Spaul (co-opted 2016, elected 2017; re-elected 2020)  
Mr J W E Taylor (elected 2017; re-elected 2020)

**Chief Executive Officer**

Mr N I Redfern (appointed 2 April 2020)

**Resources Committee**

K Smith, Chair Vacant, Hon Treasurer  
Dr A Spaul  
Mr J W E Taylor  
Mr F Taylor (ex-Trustee and previous Hon Treasurer)

The Council for British Archaeology was founded in 1944 for the 'safeguarding of all kinds of archaeological material and the strengthening of existing measures for the care of ancient and historic buildings, monuments, and antiquities' and to improve public education about archaeology.

**Company registered number**

01760254

**Charity registered number**

SC041971 and 287815

**Registered office**

92 Micklegate, York, YO1 6JX

**Company secretary**

Mr N I Redfern

**Independent auditors**

Armstrong Watson Audit Limited, York House, Northallerton, North Yorkshire, DL6 2XQ

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
**(A company limited by guarantee)**

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**Covid-19**

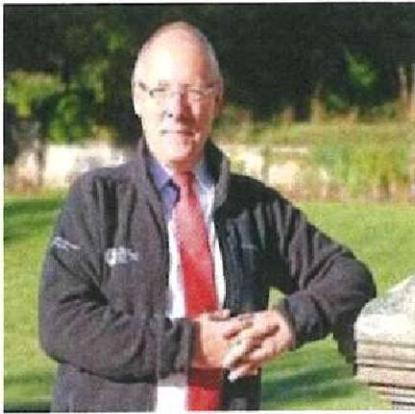
In December 2019, news emerged from China that a new Coronavirus had developed and subsequently we have seen its spread across the world, impacting on the lives of every family and every nation. Its financial impact continued to be felt in 2020-21. For the CBA it has changed the way we operate and engage with our members and supporters. Additional funding support received during 2020 has helped us deliver a stable performance and renewed strategic direction as set out in these accounts. It highlights the confidence key funders have in our purpose and direction and makes us confident that our business continuity plans will ensure our vital role for people and archaeology continues.

The nationwide lockdowns by the UK Government and devolved administrations in response to the crisis have heightened awareness of the importance of keeping people connected and the vital role archaeology plays in keeping people active and engaged with benefits to people's health and well-being. When this crisis ends, the CBA's role to Champion Archaeology and Public Participation will become even more crucial in this regard.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
(A company limited by guarantee)

**Foreword**

**A message from our Chair: Ken Smith**



Established in 1944, the Council for British Archaeology has long been one of the stalwarts of the archaeological scene, strongly and consistently supporting public advocacy and engagement with archaeology, helping people appreciate and care for the historic environment. The CBA's wide national remit includes producing *British Archaeology* magazine and specialist publications; supporting the 12 regional CBA groups across England and Wales and the UK-wide Young Archaeologists' Clubs; organising the Festival of Archaeology; and providing training, skill building opportunities and bursaries to community groups. The CBA has a statutory planning remit, as one of the six National Amenity Societies consulted on listed building applications. CBA also supports numerous public initiatives and is an

advocate for campaigning in support of the historic environment.

2020/21 was a year without precedence. As Neil notes below, it was a year when much of our work and many of our ways of working had to change – perhaps some of them forever. It is thanks to the support of many funding bodies that we were able to change in order to provide support for others, to help them cope with the impacts of the Covid pandemic. We have also used that support, and that of our staff, members and trustees, to develop and begin to implement our Strategy for Change, to make the CBA an organisation fit for the 21<sup>st</sup> century and better able to support others in understanding, enjoying and caring for our shared heritage, for a meaningful future for anyone and everyone.

**A message from our Executive Director: Neil Redfern**



I joined the CBA on the 2nd of April 2020 in what can only be described as extraordinary circumstances. It was a virtual beginning and an introduction to the job via Zoom – new words, new ways of work, a new job and a new team. At the time of writing, we have still not moved back to full time office working and we might never. What we have learnt throughout 2020-21 will remain with us and I know the CBA will be a stronger and more resilient organisation for it. It has made us focus on our core activities, focus on our core message and how we enable anyone to have the skills and opportunities to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place. This focus will enable us to grow the public value of archaeology by connecting commercial, academic and community groups, demonstrating not only the wider social impact of archaeology but it will help people explore and create heritage that matters to them, championing

fresh perspectives and recognising the value of things and places – everywhere.

## The CBA: **People and Archaeology**

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologist's Club for children aged 8-16.

We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

### **Our vision:**

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

### **Our mission:**

To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places - everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.

## Our values:

Our **values** define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people

The CBA aspires to be:

### **Inclusive and participatory**

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice.

### **Curious and enquiring**

- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

### **Collaborative**

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes.
- There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved

### **Creative, communicative, and connective**

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

### **Caring and campaigning**

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2020 to 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

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 Director's Report) Regulations 2013 is not required.

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologist's Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

**b. STRATEGIES FOR ACHIEVING OBJECTIVES**

The CBA is an independent charity working to celebrate, open-up and champion the UK's rich archaeological heritage and to safeguard it for future generations. During the year 2020- 21, we developed a new set of strategic priorities framed as five goals designed to build and strengthen our five core activity areas. This work was brought together in our new Business Plan 'Strategy for Growth 2021-25'.

**Our strategic priorities 2021-25**

**Goal 1.**

Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.

Actions:

- Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.

**Goal 2.**

To make archaeology more relevant to people so they feel better able to participate.

Actions:

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- Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.
- Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.

**Goal 3.**

To target increased participation in archaeology for young people under the age of 25.

Actions:

- Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.

**Goal 4.**

To build CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.

Actions:

- We will grow the CBA in size and capability securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.

**Goal 5.**

To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement.

Archaeology at its core is a process about understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.

Actions:

- We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.
- We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising CBA Wales activities that support the well-being objectives.
- We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.

**Our core activities 2021-25**

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan Strategy for Growth 2021-25 sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

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**1 Youth engagement**

The CBA's Young Archaeologist's Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 75, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities.

Wider youth engagement is, however, central to CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership.

**2 CBA membership, affiliates, and CBA groups**

The CBA has approximately 4,000 members and c.280 organisational members (affiliates). We support 12 CBA groups who co-ordinate and deliver activities and support in their geographic areas.

**CBA members:** CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's *British Archaeology* magazine and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added-value services of interest to existing members and services that will attract new members from all sections of society.

**CBA groups:** We support 12 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.

**CBA affiliates:** Affiliate members include organisations such as local archaeology societies and other community-based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.

**3 CBA Events including the Festival of Archaeology**

The CBA co-ordinates and supports an annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 30<sup>th</sup> year in 2020. It is usually a series of events over a two-week period in multiple locations across the United Kingdom. In 2020, the festival was held digitally with great success with 351 events and activities online with over 580,000 online participants and a digital reach of 24 million.

Our aspiration is to develop CBA's Festival experience into an annual programme of archaeological events throughout the year to meet the demand of academic, commercial, and public archaeologists, and to engage those new to archaeology.

**4 Statutory services – casework and advocacy**

The CBA is one of six National Amenity Societies whose expertise and role is recognized in statute.

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Collectively we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. We handle over 5,800 listed building applications from England and Wales by the CBA's casework team each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building application and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.

Through managing the JCNAS database Casework Hub, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 6 JCNAS member organisations.

**5 *British Archaeology* and Publishing**

The CBA publishes *British Archaeology*, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c.7,000 including overseas and subscription circulation.

We also publish specialist books and papers containing important archaeological insights which would otherwise not be able to be published due to their specialised nature and limited print runs. *British Archaeology* remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.

**Wales, Scotland and Northern Ireland**

In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we operate through our Director for Wales who is based in the Principality and directly works to align and co-ordinate our activities with key partners, stakeholders and community groups. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote Archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the Young Archaeologists' Clubs to provide direct opportunities to engage with the CBA's work. During 2020-21, we also developed a new approach to the Archaeological Achievement Awards, to be held for the first time in autumn 2021, which bring together relevant organisations in Scotland, Wales, Northern Ireland and the Republic of Ireland in a new form of joint working.

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**c. ACTIVITIES FOR ACHIEVING OBJECTIVES**

The objectives of the CBA during the year ended 31 March 2021 have delivered through the following activities:

**(1) Youth Engagement**

**(i) Young Archaeologist's Club:**

- During lockdown 60% of our branches turned to online delivery and a further 14% provided access to offline activity packs. To facilitate this pivot to online delivery the CBA secured funding to develop a [toolkit](#) to support YAC branches to utilise online meeting platforms, such as Zoom, and worked with an external consultant to develop a standalone [Digital Safeguarding Policy](#), both of which were supported by training for our YAC leaders and staff. The safeguarding work also led to the revision of and additional training on the [main CBA Safeguarding Policy](#).
- We created a [Covid-19 YAC page](#) guidance and support for all branches, bringing together information for all four home nations. This information was (and is) regularly updated and circulated to all branches.

**(ii) Shout Out Loud:**

- Our partnership with the English Heritage '[Shout Out Loud](#)' project enabled us to organize training around equality and diversity, creative practice and youth voice for both staff, trustees and YAC leaders, delivered online over a 3-month period. The funding also facilitated six youth focused activities during both phases of the Festival of Archaeology and sponsorship of £10,000, focused on the youth strand of the July 2020 Festival.

**(iii) Dig School:**

- In April 2020, in partnership with Professor Carenza Lewis, the CBA launched [Dig School](#). Dig School is an online programme of lively extra-curricular in-school and home-school based workshops themed around archaeology. Over the course of 2 months we created 20 free to access workshops. To date we have c. 1500 subscribers, who represent c. 90,000 people. [Dig School was recently 'Highly Commended' at the Museum and Heritage Awards in the Learning Outreach Category.](#)

**(iii) Youth Training and Support:**

- Throughout the lockdown we have delivered regular online training, as noted above. This equates to 300 hours of training in the following areas:
  - Graveyard survey
  - Photography
  - My Place in Time (non-invasive archaeological techniques)
  - PAS online
  - Equality and Diversity
  - Youth Voice

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(iv) **Youth Resources:**

- As well as training, we have also created over [20 new resources](#) for our YAC groups and members, including activities celebrating the excavation of Sutton Hoo, activity packs exploring the Portable Antiquities Scheme (PAS) and palaeolithic and standalone activities, such as make your own excavation block, build your own hoard and spindle whorl making.

(v) **Wider Youth Engagement:**

- The youth engagement work of the CBA is now represented in the *British Archaeology* magazine as a two-page spread, titled Archaeology 8-25. Written by the Youth Engagement Manager, often in partnership with other individuals or organisations who the CBA are working with, the spread focusses on current issues impacting youth work within the sector, projects currently underway and highlights the work of the YAC.

(vi) **Funding for Youth Engagement**

- In March 2021 we secured funding from Historic England to support the core delivery of YAC for the next 3 years and to support four strands of project activity:
  - Covid-19 YAC Recovery
  - Development of a Youth Steering Group
  - Development of a Young Leaders' Pathway
  - Pilot Impact StudyThe funding secured totaled £322,000
- Funding was secured from the Welsh Government Recovery Fund to undertake a consultation exercise in Wales to enhance support and grow the YAC Network. This consultation work was undertaken in partnership with Clwyd-Powys Archaeological Trust (CPAT) and a series of recommendations were made, including the development and launch of an online-only YAC club in Wales. Underspend from the initial phase of the project was utilised to begin development and the project will launch in Autumn 2021.

**(2) Membership, CBA Groups and Affiliates**

(i) **CBA Groups:**

- Supported the important work of the 11 CBA groups in England, CBA Wales/Cymru and Archaeology Scotland as well as the Northern Ireland Archaeology Forum.
- Introduced a new online quarterly meeting for CBA groups in England and Wales. The meetings have provided new opportunities for group representatives to engage with one another and with CBA staff. The annual CBA groups forum was not held in 2020/21 due to ongoing challenges relating to the pandemic but it is hoped that an in-person meeting will resume in 2022.

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(ii) **Training:**

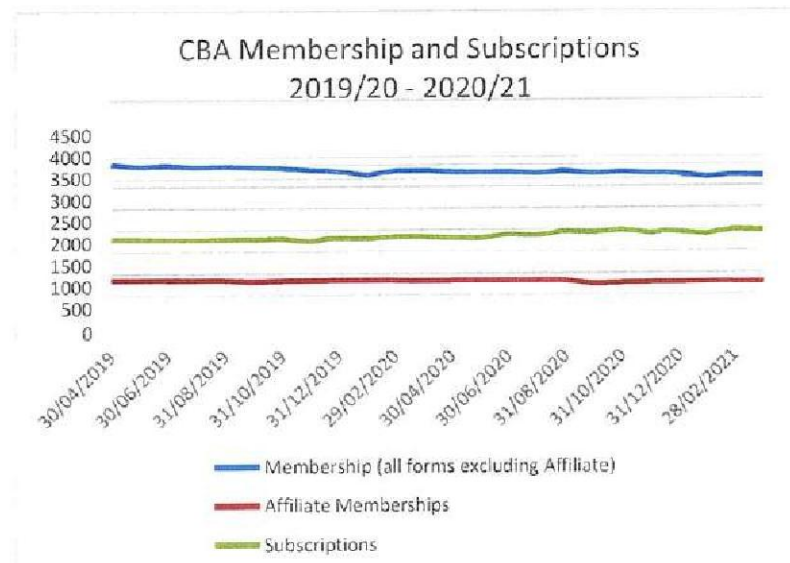
- Delivered a series of online Lunchtime Conversations as part of our Recharging British Archaeology project funded by Historic England's Covid-19 Emergency Response Fund. These 1 hour online sessions were designed to support affiliate groups and societies during the pandemic covering topics such as running an online AGM, digital participation and member retention, and using social media.
- Due to the success of the initial Lunchtime Conversations sessions, we ran a second series of sessions including additional topics focusing on attracting younger audiences, creative responses to archaeology as well as rerunning earlier sessions.

(iii) **Membership benefits:**

- Published the bi-monthly British Archaeology magazine (circulation 7,000 per edition), quarterly members' newsletters and monthly e-newsletters.

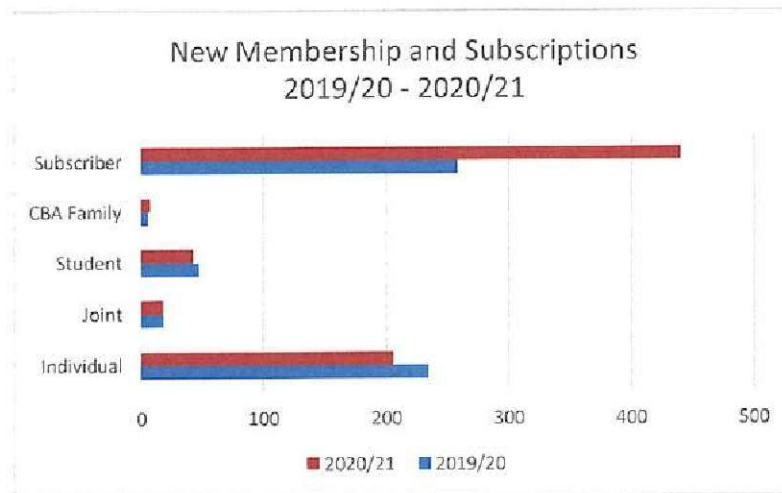
(iv) **Membership numbers:**

- Over the course of 2020/21 membership rates have remained stable with a slight decline in numbers. In April 2020 membership was 3,656 and in March 2021 had fallen to 3,551. Subscription numbers have also remained stable with a slight increase during the last year rising from 1,317 in April 2020 to 1,463 in March 2021. Affiliate memberships have seen a decline in the last year although this is likely to reflect the impact of the pandemic with many groups pausing activity during this time.



New membership has been slightly lower than that seen in 2019/20. In contrast to this, there has been a strong uptake in new subscriptions with a 71% increase on the previous year.

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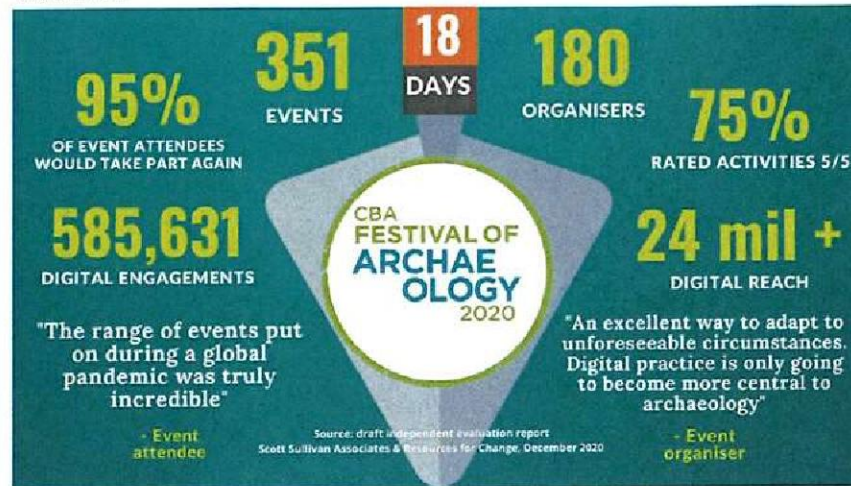
**(3) CBA events including the Festival of Archaeology**

**(i) Festival of Archaeology**

- In 2020 the Festival of Archaeology was significantly affected by the Covid-19 pandemic. Restrictions meant it was impossible to go ahead with the Festival in its usual format, instead the Festival was held online for the first time and in two parts, 11-19 July and 24 October – 1 November.
- The Festival of Archaeology website (<https://festival.archaeologyuk.org/>) was redeveloped to incorporate digital events and expanded to include a new resources area providing a range of activities such as pre-recorded talks and self-guided walks available on demand throughout the year.
- The events and activities on offer highlighted the diversity of archaeology as a subject. Events covered topics such as fieldwork, environmental science, careers and archaeogaming and were delivered on a range of platforms including Zoom, YouTube and Facebook. Around half of the events were related in some way to the Festival theme of Climate and Environment.
- The festival had an international reach, with the US, Canada, Australia, New Zealand and India all engaged in some way. European reach was predominantly Western European in nature (France, Germany, Italy, Sweden and Finland). There was also engagement from Brazil, Russia, Saudi Arabia and Malaysia.

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- Over the course of the 18 days of the Festival 351 events were delivered by 180 organisers. This resulted in 585,631 digital engagements and a digital reach of over 24 million.



- (ii) **CBA Annual General Meeting, Marsh Archaeology Awards and De Cardi Lecture**
- Our AGM was moved to February 2021 due to Covid restrictions and was hosted online. Our annual De Cardi Lecture was presented by the TV Archaeologist Raksha Dave. Titled *My Place, Tales of the Green* (<https://youtu.be/gEXH8WaZKKg>) it focused on how Covid impacted on her as an archaeologist and how she decided to explore her own local place.
  - We hosted the Marsh Archaeology Awards with a substantial number of high-quality applicants (<https://new.archaeologyuk.org/Marsh-Awards-for-Community-Archaeology-2020-winners-announced>). For the first time the award ceremony was held online as part of the CBA's AGM.
  - The AGM concluded with Raksha Dave formally launching the 2021 CBA Festival of Archaeology and its theme of 'Exploring Local Places'.

**(4) Statutory Casework and Advocacy**

- (i) **Responding to listed building casework as part of the role of a national amenity society**
- We help to protect historic buildings and sites in England and Wales through our casework. We have considered 5854 Listed Building Consent and planning applications against our criteria for comment, assessed 2703 in detail and responded with detailed advice to 258 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We are taking an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

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- A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response:
  - Ensuring that an understanding of the historical and evidential values associated with sites informs proposals for their adaptive reuse in order to safeguard their significance.  
**Shrubbery Farm, Charsfield, Suffolk.** <https://casework.icnas.org.uk/case/110817> The redevelopment of this farm complex was not informed by a sufficient understanding of the separate agricultural buildings or their collective shared group value. The collateral impact of these proposals would have eroded the agricultural significance of the farm to an unjustified level of harm. The CBA made a number of recommendations in our advice on revisions to the proposal that would better conserve and enhance the significance of the listed buildings. The application was withdrawn pending revisions.
  - Voicing the concerns of local people regarding potential harm to their local historic environment  
**Offa's Dyke, Trefonen.** <https://casework.icnas.org.uk/case/111387> The CBA was contacted by the Trefonen Rural Protection Group who were concerned about the potential impact of a proposed housing development on a stretch of Offa's Dyke. Offa's Dyke is a highly distinctive landscape feature which makes a unique visual and physical contribution to the particular character and feel of its local surroundings. The CBA objected to this application because of the harm that would result to the setting of a scheduled section of Offa's Dyke as well as the alignment and understanding of its continued linear form south from the scheduled monument. We were pleased that as a result of our intervention, in support of the local group, the applicant withdrew his proposals to develop the site due to the historical and archaeological significance and strength of attachment felt locally towards it.
  - Seeking greater archaeological assessment and understanding within the planning process on sites with high archaeological potential:  
**Land adjacent to 1 Watford Road.** <https://casework.icnas.org.uk/case/108136> On face value this application sought to build a house within the domestic curtilage of a house with a Grade II listed wall. From assessing the application, we identified the site as a previously undeveloped plot to the rear of Watling Street on the outskirts of Roman Verulamium (St Albans). The unassessed archaeological potential was clearly high. We drew this to the attention of the LPA archaeologist and Historic England. We were pleased to see the application handled in light of this high archaeological potential.
  - Promoting opportunities for public participation as a means of achieving public benefits in mitigating harm to the historic environment and reinforcing connections with place based identity and well being;  
**Post Office, Lowestoft.** <https://casework.icnas.org.uk/case/107454> The CBA was consulted on a full planning application for the partial demolition and reuse of Lowestoft's central Post Office. The site falls within the Area of Archaeological Interest relating to the historic town settlement of Lowestoft,

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the South Lowestoft Conservation Area, as well as the GII Listed Post Office relating to the C19th expansion of the railways, post office and a boom period of prosperity for Lowestoft. We objected to the initial application for its failure to fully assess the significance of the site and the harm proposals would cause to listed and curtilage listed buildings as well as the character and appearance of the Conservation Area. A subsequent LBC application was consulted on for the refurbishment and reuse of the ground floor of the principal Post Office building. The CBA took the position that proposals were not informed by an understanding of significance and that a piecemeal approach to the site was not giving due "great weight" to its conservation. We subsequently had further contact with the planning officer as we believe this application site has great potential for public participation with archaeology and heritage in terms of place shaping and well-being agendas. Later revisions to proposals have justified the phased redevelopment of the site and involved 'pop-up' interim use of the principal listed building as an accessible place for the community in connection with the neighboring 'High Street Heritage Action Zone' in Lowestoft.

- o The CBA advocates for large development sites to have a clear archaeological strategy that seeks to sustain and enhance the significance of built and buried heritage and move beyond simple mitigation. Strategies should consider opportunities for local people to involve themselves with the time depth and identity of their locality. A good strategy should be iterative in responding to what is found on site and people's reactions to these finds and their experience. Facilitating active engagement should be written into the tendering process for archaeological briefs for large-scale development sites.

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**Birchington, Thanet, Kent.** <https://casework.jcnas.org.uk/case/110467>

Archaeological evaluation of the site, designated for housing within the Local Plan, established the national significance of archaeology on site. The masterplan for the development sought to conserve aspects like the Bronze age ring ditches in situ. The CBA supported this approach whilst advising that the public benefits from the inevitable loss of other archaeological deposits from any development should be considered in terms of the potential for public participation. Even if they are not nationally significant, the finds from subsequent historical periods are intrinsic to the identity of the locality. As such they will hold meaning and resonance for local communities, if local communities are given the opportunity to engage with these aspects of their local history. We recommended that community archaeology and public participation should be written into the tendering process for any archaeological evaluation and the post excavation legacy of the site.

- Collaborating with other Heritage bodies, including Historic England and other National Amenity Societies in championing appropriate actions for vulnerable and sensitive sites:

**Castle Farmhouse, Lincolnshire** <https://casework.jcnas.org.uk/case/107894> We collaborated with the LPA's Conservation Officer and The Georgian Group in securing a scheme which reduced the potential harm to this derelict farmhouse and pursued a conservation-led methodology of works to minimize the ongoing loss of historic fabric and evidential value of the site.

**(ii) Responding to national archaeological issues in an advocacy capacity**

- We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform and the Governments proposals as set out in the Planning White Paper; immigration issues relating to the migration of workers post-Brexit and the shortage of qualified archaeologists within the commercial development sector. The CBA and CIfA successfully pressed for archaeology to be included on the 'protected' Occupational Shortages list to gain some exemption from the salary-based approach. We have continued to input directly and via The Heritage Alliance into the Environment Bill and the 25 Year Environment Plan setting out the importance of archaeology and the historic environment to the overall environment of England.
- We have monitored and responded to a growing number of university archaeology departments that are closing, reducing teaching numbers or being put at threat. We provide the secretariat for University Archaeology UK and have been supporting their advocacy with Ministers directly and via the All Party Parliamentary Archaeology Group.
- We took an active stand over Black Lives Matter, issuing our own statement of support and developing a Diversity, Inclusion and Equality Resources page on our website. Our Executive Director wrote of the importance of broader participation in *British Archaeology* and the need to allow different perspectives space to reflect

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the multitude of narratives that exist within archaeology and heritage. This work has fed directly into the development of the CBA Diversity Review which was completed over the year.

- We continued to be actively involved with the proposals for the A303 near Stonehenge providing additional information to the Planning Inspectorate via our Hon Vice-President George Lambrick. We have maintained our serious concerns and objection to the overall scheme.
- A417 Missing Link – We are supporting a number of conservation bodies including Cotswolds Conservation Board, CPRE Gloucestershire, Gloucestershire Ramblers, Gloucestershire Wildlife Trust, the National Trust and Woodland Trust in their efforts to urge Highways England to ensure that plans for the A417 ‘Missing Link’ road scheme properly consider the natural beauty, diverse wildlife and unique heritage of the Cotswolds landscape and in particular the setting of Crickley Hill.

**(5) Publications and Social Media – our Wider Public Reach**

**(i) *British Archaeology***

- The CBA publishes *British Archaeology*, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. *British Archaeology* remains our flagship publication and will continue to play an important part in our mission of supporting people to value archaeology.
- Due to Covid and funding uncertainty at the start of the year, we were required to reduce the number of pages in *British Archaeology* for two editions in 2020-21. We were able to return it to full strength with a charitable donation from the Trustees of the Antiquity Journal.
- This support also enabled us to reshape a number of the features in the magazine that have included a more formal relationship with Antiquity and 4 pages highlighting content and features from that international journal, we recast our briefing pages to focus more on our youth engagement work (Archaeology 8-25) and our activities to support members, groups and community archaeology (Archaeology Active). These changes not only maintain the high quality of the articles we feature but bring the work of the CBA and community archaeology to greater prominence.
- The CBA also provides *British Archaeology* magazine through subscription and offers an online version, including back copies online via Exact Editions [www.exacteditions.com/read/british-archaeology](http://www.exacteditions.com/read/british-archaeology)
- Retail sales of the magazine in the UK and internationally were badly impacted by the pandemic during the first half of the year, falling to less than 600 for the edition published in April 2020, compared to a pre-pandemic level of between 1600 and 2000. Retail sales had recovered somewhat later in the year to around 1200 copies per edition. Print subscriptions at the year-end were 1346. All print subscribers can access the magazine online via Exact Editions and, in addition, at

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the end of the year we had approximately 400 digital subscriptions purchased directly with Exact Editions.

**(ii) Specialist Publications**

- We also publish specialised books and papers containing important archaeological insights which would otherwise not be able to be published due to their specialist nature and limited print runs. This year we were delighted to publish as part of our CBA Research Report series two volumes on the excavations at Forteviot, near Perth in Scotland: **CBA Research Report 176** *Prehistoric Forteviot; excavations of a ceremonial complex in eastern Scotland* and **CBA Research Report 177** *Royal Forteviot; excavations at a Pictish power centre in eastern Scotland*. We are very grateful for the funding support of Historic Environment Scotland to publish these reports.

**(iii) CBA Websites**

- In addition to our core activities many CBA services are provided free of charge to our beneficiaries via the CBA's gateway website ([www.archaeologyuk.org](http://www.archaeologyuk.org)), while free resources and information for young people, schools and volunteers can be accessed via the YAC website ([www.yac-uk.org](http://www.yac-uk.org)). The CBA's web resources also include the Festival of Archaeology website ([festival.archaeologyuk.org](http://festival.archaeologyuk.org)), as well as news feeds and a suite of other accessible tools for the study and practice of archaeology.
- The CBA gateway site is one of the largest providers of archaeological information in the world. Many of the CBA's published works are also currently available free online – including over 100 CBA research reports via the Archaeology Data Service (<http://archaeologydataservice.ac.uk/>).
- During the year, we were able to invest in our online platforms, making them more accessible than ever through the development of brand-new CMS / CRM. These new systems will go live in 2021-22 and will not only improve the look of the CBA as a brand but will also make it easier for users to find content, as well as make the membership joining journey and experience more friendly to use.
- Engagement levels on our online platforms have outperformed year on year, with this year being no exception. The CBA website had 111,592 unique users this year.

**(iv) Social Media**

- The CBA maintained active output on three key social media platforms in addition to our website: Twitter (@archaeologyuk), Instagram and YouTube
- CBA social media accounts have a combined following of 124,765 followers.

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**(6) The CBA in Wales**

**(i) CBA Wales Director**

- With funding support from the Welsh Government, the CBA retains a part-time Director for Wales who also works as the Listed Building Caseworker. The new Business Plan for the CBA responds to the differing legislation and policies for the devolved nation through a separate set of objectives. These are aimed to fulfill the requirements of the *Well-Being of Future Generations Act* and *Prosperity for All* - they are set out in Appendix 3 of Strategy for Growth 2021-25 as 'Our Plan for Wales'.

**(ii) CBA Wales Casework**

The CBA Director for Wales/ Listed Building Caseworker for Wales has continued to meet our targets as set out in the CBA's Business Plan. Between 1/4/2020 and 1/4/2021, 436 applications were assigned to the CBA. Out of these, 200 were assessed in detail (46%) and 31 responses provided (7%) with 17 letters of support, objection or advice (4%). Responses were carefully selected in a targeted /prioritised way to meet the objectives of *Prosperity for All* – for example:

- Housing: 4
- Public realm and local environment: 11
- Sustainable re-use of historic buildings: 6
- Appropriate accessibility: 7
- Working differently: 5 x supporting comments made by other amenity societies

**(iii) CBA Advocacy in Wales**

- CBA continues to host the Secretariat of the Wales Heritage Group (WHG). Meetings have proved impossible during the Covid-19 lockdown period but we continue to correspond and circulate information, events and provide support for each other via electronic means.
- We have been an active member of the Minister's Historic Environment Group and the Local Heritage sub-group.
- Unloved Heritage: we have continued our role on the Unloved Heritage steering group and contributed sessions to the final event, held in February 2021.
- We have worked with our partners on various national strategy and legislative review consultation projects, sharing our resources, knowledge and skills. We have been successful in advocating for a new role for Cifa as part of HEG.
- Letter from CBA and joint letter with WHG sent to Welsh Government planning in relation to proposed amalgamation of Welsh Heritage legislation.
- Representatives of CBA have been invited to join and have been contributing to the Historic Environment Legislation Consolidation Advice Group - chairing the last session.

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- Heritage Partnership Agreements consultation: with IHBC, WHG, ALGAO, Cifa Wales, Cifa UK.
  - Response to consultation on Agriculture (Wales) Bill: with Cifa, IHBC.
  - Response on Cifa Toolkit: Recording of Archaeological Materials: with Cifa Wales.
- (iv) **CBA Publications in Wales**
- Six issues of Wales Heritage Exchange produced and circulated.
  - Bumper' joint two-year issue of *Archaeology in Wales* journal produced.
  - Two issues of CBA Wales newsletter produced.
  - A Welsh themed issue of *British Archaeology* magazine was published in April. This is the first time an issue has had an emphasis on the CBA's work in Wales.
- (v) **CBA Public Engagement in Wales**
- In 2020/21 public engagement work has proved to be the most challenging area of work in Wales, due to the restrictions of the pandemic and the usual geographical issues and digital poverty. In addition to the Festival of Archaeology and those items mentioned above we have undertaken the following activities in Wales:
    - Unloved Heritage conference – CBA hosted a two-part session
    - CAER Heritage: The Hidden Hillfort project won the Marsh Award for Archaeology for Best Project with Paid Support. We have since been working with the CAER Heritage team on planning future events, projects and a 'special' for our Festival of Archaeology 2021.
    - CBA has been taking an active role in recent local heritage initiatives set up by Cadw.
- (vi) **CBA Funding in Wales**
- We have again been successful in gaining funding from Cadw for our core activities in Wales, including for YAC and providing the Secretariat for the Wales Heritage Group. We have also been successful in gaining funding from the Welsh Government Cultural Recovery Fund which has enabled us to run two projects, one regarding young people (see above under Youth Engagement) and one looking at the needs and requirements of adult community groups in Wales post-Covid and for the future. This work initially aims to enable voluntary groups to recover from the pandemic with the longer-term aim of increasing the resilience and impact of these groups. The work has produced useful datasets and base line information; increased co-operation and sharing of resources; improved our understanding of what these groups need and want; and produced resources to assist with the groups' recovery following the pandemic. We will work with the Historic Environment Group, with a view to taking forward its recommendations.

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**(7) Notes**

**(i) Income Generation**

- Although much information and service are given free of charge to further the charity's objects, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

**d. GRANT-MAKING POLICIES**

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

During 2020-21, the CBA offered a number of small grants using some of the Historic England Emergency recovery support, to enable community groups to purchase subscriptions for video conferencing facilities to support online meetings. We offered small bursaries of up to £150, which groups could apply for to support the cost of licenses. We received 10 applications, totaling £1291, against a budget of £1250, so we decided to offer all of them support. Half of the applicants were YAC branches, and half were groups for adults. All applicants have agreed to be contacted in future to provide updates on their experiences, giving us a useful pool of consultees, to understand the experience of groups expanding their digital activities.

**e. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSE FOR PUBLIC BENEFIT**

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report, in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of its remit where the eventual impact may be difficult to quantify and results from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

**f. ENVIRONMENTAL POLICY**

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the re-cycling of material where possible. This ethos flows into the outreach work of the CBA – encouraging

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others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible, whilst also maintaining vital income streams where necessary.

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment. It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through such bodies as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed on-line Casework Hub. This year we have successfully integrated the Ancient Monument Society and The Twentieth Century Society onto the shared casework database. This means that all six of the National Amenity Societies are now sharing a centralised database of consultations for changes to the historic environment. This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

2020-2021 saw the Young Archaeologists' Club severely impacted by the global pandemic, as all face-to-face activity came to a stop. The CBA responded rapidly with a pivot to digital delivery, resources, events and training, as outlined above. The data gathered during the annual review (conducted late this year to give our groups more time to return to activity) demonstrated that most of our groups continued to be active during the pandemic and over 60% were able to undertake online delivery. We also saw double the number of branches participating in the various online training offered over the first 12 months of the pandemic.

Funding secured during the report period enabled the CBA to develop new projects, such as Dig School, undertake consultation to develop new plans for the future and begin the

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implementation of these (Wales Online YAC Group for example) and also develop a long-term strategic plan for the YAC and youth engagement more broadly. The core funding secures the clubs future for the next three years and project strand funding also provides the scope to develop and incorporate a youth governance approach at the CBA, co-create and deliver a scheme of activity for 16-18 year-olds to participate in archaeology and provides opportunities for the diversification of our membership and volunteer base. These plans also support the CBA's wider strategic plans based on the outcomes of the recent Diversity Review and the development of a business plan for the next four years.

The Festival of Archaeology (<https://festival.archaeologyuk.org/>) was significantly affected by the Covid-19 pandemic meaning it was impossible to go ahead with the Festival in its usual format, instead it was held online for the first time and in two parts, 11-19 July and 24 October – 1 November. The events and activities on offer highlighted the diversity of archaeology as a subject with topics such as fieldwork, environmental science, careers and archaeogaming. A range of platforms including Zoom, YouTube and Facebook were used, as well as pre-recorded talks and self-guided walks were added to a new resources area and made available on demand throughout the year. Around half of the events were related in some way to the Festival theme of Climate and Environment.

The festival had an international reach, with the US, Canada, Australia, New Zealand and India all engaged in some way. European reach was predominantly Western European in nature (France, Germany, Italy, Sweden and Finland). There was also engagement from Brazil, Russia, Saudi Arabia and Malaysia.

Over the course of the 18 days of the Festival 351 events were delivered by 180 organisers. This resulted in 585,631 digital engagements and a digital reach of over 24 million.

The favourable financial position at the end of 2020-1 is largely down to the CBA's success in securing Emergency grant support as follows:

- Historic England Emergency grant: £49,968, of which around £40,000 was for staff costs and overheads, to allow us to redirect staff time to a project, Recharging British Archaeology, to understand the support required by voluntary groups to enable them to recover from the pandemic.
- NLHF Emergency Fund: grant of £49,700, of which £36,000 was for staff and premises costs.
- DCMS Cultural Recovery Fund Round 1: grant of £198,900 of which approximately £47,000 was for staff costs and overheads.
- Welsh Cultural Recovery Fund: £50,912, with £17,718 for core costs.

In addition, we have been awarded a further grant from DCMS Cultural Recovery Fund Round 2 for £15,000, all of which is to help support core costs in April – June 2021.

As well as supporting core costs, the DCMS Cultural Recovery Fund support enabled the development of crucial digital infrastructure, which was to have been the subject of an NLHF application, delayed because of the pandemic. The funding supported the

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development of a new CRM to replace the outdated membership database, and which will be linked to a new website. Both the old database and the old website represented significant risks to the business, as both were unstable and limited the scope for the CBA to communicate effectively with members. The initial development work was completed during 2020-1 and paid for using the DCMS funding, with the final deployment to be completed during 2021-2, with final costs met from the CBA's own resources.

The DCMS funding also enabled the CBA to commission a review looking at its approach to diversity and inclusion across the organization. Undertaken by Cornwall Museums Partnership, acting as consultants, the review made a series of wide-ranging recommendations and provided a handbook to support the implementation. The CBA will begin putting these recommendations into practice during 2021-2 and they form an important thread running through all the organisation's plans.

**b. INVESTMENT POLICY AND PERFORMANCE**

The trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

**Financial review**

**a. GOING CONCERN**

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing. The trustees believe that adopting the "going concern" approach is a reasonable one for the following five principal reasons:

- Firstly, the organisation has cash reserves which provide headroom against variance from our forecast cash flow.
- Secondly, there is significant discretionary spending in projected expenditure which could be paused or cancelled if needed, notably funds set aside to implement the business plan.
- Thirdly, the planned increase in staffing arising from the organisational review is being phased, with later phases only implemented if greater assurance of income is achieved.
- Fourthly, there are ongoing discussions about a number of project income streams which are not yet included in draft budgets for 2022-3 and which would contribute to staffing costs and other overheads, if and when secured.
- Finally, the organisation is being much more proactive about seeking sponsorship and has achieved notable recent success.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees would apply this discretionary pressure to maintain headroom and ensure the financial stability of the Charity.

**b. PRINCIPAL FUNDING**

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and CADW who help to support the Young Archaeologist's Club and the Festival of Archaeology and our work on

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planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core-costs of both the Young Archaeologist's Club and the Festival of Archaeology over the next three years up to 2024, supporting both their post covid recovery and expansion. We have received much-needed funding from the DCMS and the Welsh Government Cultural Recovery Funds in 2020/21 which has been used to invest in our post-covid recovery planning. In 2018-19, a Resilient Heritage grant from NLHF enabled a strategic review, and we receive other one-off project grants.

Our membership income is broadly static with slight improvements in the most recent year. Sponsorship and donations come from a range of public and private sector organisations and individuals.

**c. RESERVES POLICY**

Trustees had set a target of adding at least £20,000 to the reserves during 2020/21. This target was substantially exceeded, thanks to the organisation's success in securing emergency support grants during the pandemic, which can be used to ensure the organisation's ongoing resilience. During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organization to meet the ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves by at least one month of then current operating costs by the end of Y2 of the business plan and two months by end of Y4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In addition to the amount already committed to reserves, the plan is to add £20,000 in Year 3 (2023/24) and £25k in Year 4 (2024/25).

**Structure, governance and management**

**a. CONSTITUTION**

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019-20, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariat of staff and various voluntary advisory committees.

**c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register. Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

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**d. PAY POLICY**

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with CBA's commitment to equality and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out of pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

**e. RISK MANAGEMENT**

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**Plans for future developments**

2020-21 was dominated by the COVID-19 pandemic and it delivered many challenges to the CBA.

Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage. People sought out new ways to occupy their time and parents looked for different ways to engage and entertain their children.

The CBA responded by staging its first ever digital Festival of Archaeology, providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website and, together with Professor Carenza Lewis, we launched "Dig School" creating 20 free archaeology-themed workshops to help teachers and home-schoolers to explore history and archaeology digitally.

What we learnt will change our approach to future engagement and we know we also have much ground to recover. Our YAC clubs need support to return to "in-person" operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

The year also helped us focus on our core areas of work. The five activity areas which are our strongest and which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, *Strategy for Growth 2021-25*, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next 4 years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and Twitter, and additional Twitter accounts for YAC and Festival of Archaeology's "Ask an Archaeologist Day" have a growing number of followers totaling 124,765 followers and a digital reach during the 2020 Festival of Archaeology of over 24 million.

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Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement. Our social media platforms will also play a key part in achieving the five key goals outlined in the Strategy for Growth business plan and like many membership organisations we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key 'hub' through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into active campaign and manifesto to help challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do. We will help partners demonstrate this approach and establish an evaluation framework to demonstrate its impact and value.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

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### TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Council for British Archaeology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

### DISCLOSURE OF INFORMATION TO AUDITORS

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select the suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- Trustees have taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees on 1<sup>st</sup> December 2021 and signed on their behalf by:



Mr K Smith, Chair of Trustees

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH  
ARCHAEOLOGY**

**Opinion**

We have audited the financial statements of The Council For British Archaeology (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH  
ARCHAEOLOGY (CONTINUED)**

**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

**Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH  
ARCHAEOLOGY (CONTINUED)**

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and management and review of appropriate industry knowledge;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures as a risk assessment tool to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

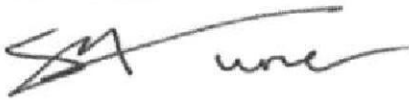
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditors' report.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH  
ARCHAEOLOGY (CONTINUED)**

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Simon Turner (Senior statutory auditor)**

for and on behalf of  
**Armstrong Watson Audit Limited**

Chartered Accountants  
Statutory Auditor

Northallerton

Date: 01 December 2021

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Donations and legacies	3	57,426	1,558	58,984	38,736
Charitable activities	4	779,984	102,448	882,432	511,990
Investments		1	-	1	2,880
		<u>837,411</u>	<u>104,006</u>	<u>941,417</u>	<u>553,606</u>
<b>Total income</b>					
<b>Expenditure on:</b>					
Raising funds	5	412	-	412	3,995
Charitable activities	6	763,207	32,222	795,429	658,925
		<u>763,619</u>	<u>32,222</u>	<u>795,841</u>	<u>662,920</u>
<b>Total expenditure</b>					
<b>Net income/(expenditure) before net losses on investments</b>		<b>73,792</b>	<b>71,784</b>	<b>145,576</b>	<b>(109,314)</b>
Net losses on investments		-	-	-	(1,852)
		<u>73,792</u>	<u>71,784</u>	<u>145,576</u>	<u>(111,166)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward		(5,024)	57,274	52,250	163,416
Net movement in funds		73,792	71,784	145,576	(111,166)
		<u>68,768</u>	<u>129,058</u>	<u>197,826</u>	<u>52,250</u>
<b>Total funds carried forward</b>					

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 36 to 48 form part of these financial statements.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 01760254**

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Investments	11	-	11,219
		<hr/>	<hr/>
		-	11,219
<b>Current assets</b>			
Stocks	12	19,619	4,586
Debtors	13	184,313	65,373
Cash at bank and in hand		263,844	48,793
		<hr/>	<hr/>
		467,776	118,752
Creditors: amounts falling due within one year	14	(269,950)	(77,721)
		<hr/>	<hr/>
<b>Net current assets</b>		<b>197,826</b>	<b>41,031</b>
<b>Total assets less current liabilities</b>		<hr/> <b>197,826</b> <hr/>	<hr/> <b>52,250</b> <hr/>
<b>Total net assets</b>		<hr/> <b>197,826</b> <hr/> <hr/>	<hr/> <b>52,250</b> <hr/> <hr/>
<b>Charity funds</b>			
Restricted funds	15	129,058	57,274
Unrestricted funds	15	68,768	(5,024)
		<hr/>	<hr/>
<b>Total funds</b>		<hr/> <b>197,826</b> <hr/> <hr/>	<hr/> <b>52,250</b> <hr/> <hr/>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**K Smith**

Date: 01 December 2021

The notes on pages 36 to 48 form part of these financial statements.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. General information**

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Council For British Archaeology 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.

**2.2 Going concern**

The charity has reported a net profit for the year of £145,576. The net current asset position at the year end was £197,826, up from £41,031 in the prior year.

The additional income in 2020-21 has improved the CBA's financial position and the trustees have reasonable confidence that the organisation has sufficient funds to meet planned expenditure for at least twelve months from the point of signing the accounts. The organisation has new digital infrastructure in place, and is making planned investments in staffing capacity to enable it to grow its future income to ensure its long term sustainability. For this reason, the financial statements have been prepared on a going concern basis.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. However, there are discretionary elements to the cost base of the Charity, such as marketing and recruitment spend that could be phased on an alternative basis. The Trustees would apply this discretionary pressure to maintain headroom and ensure the financial stability of the Charity.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**2. Accounting policies (continued)**

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

**2.7 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**2.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.11 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**2. Accounting policies (continued)**

**2.12 Pensions**

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent administered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

**2.13 Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**3. Income from donations and legacies**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	23,214	1,558	24,772
Gift aid	34,212	-	34,212
	<u>57,426</u>	<u>1,558</u>	<u>58,984</u>
	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	4,444	3,321	7,765
Gift aid	30,971	-	30,971
	<u>35,415</u>	<u>3,321</u>	<u>38,736</u>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4. Income from charitable activities**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Conservation & Community	-	-	-
Young Archaeologists Club	-	67,286	67,286
Information & Communications	218,361	35,162	253,523
Capacity Building & Promotion	375,574	-	375,574
Other	-	-	-
Membership	186,049	-	186,049
	<u>779,984</u>	<u>102,448</u>	<u>882,432</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Conservation & Community	1,110	753	1,863
Young Archaeologists Club	800	47,000	47,600
Information & Communications	121,253	57,006	178,259
Capacity Building & Promotion	89,345	-	89,345
Other	935	-	935
Membership	193,988	-	193,988
	<u>407,231</u>	<u>104,759</u>	<u>511,990</u>

**5. Expenditure on raising funds**

**Costs of raising voluntary income**

	Unrestricted funds 2021 £	Total funds 2021 £
Expenditure on raising voluntary income	<u>412</u>	<u>412</u>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5. Expenditure on raising funds (continued)**

	Unrestricted funds 2020 £	Total funds 2020 £
Expenditure on raising voluntary income	3,995	3,995

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Conservation & Community	27,417	-	27,417
Young Archaeologists Club	55,081	3,938	59,019
Information & Communications	260,720	28,284	289,004
Capacity Building & Promotion	188,679	-	188,679
Membership	53,066	-	53,066
Support costs	178,244	-	178,244
	<u>763,207</u>	<u>32,222</u>	<u>795,429</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Conservation & Community	28,839	753	29,592
Young Archaeologists Club	11,275	50,550	61,825
Information & Communications	231,996	57,006	289,002
Capacity Building & Promotion	6,021	-	6,021
Membership	61,003	-	61,003
Support costs	211,482	-	211,482
	<u>550,616</u>	<u>108,309</u>	<u>658,925</u>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**6. Analysis of expenditure on charitable activities (continued)**

**Summary by fund type (continued)**

**Summary by expenditure type**

	Staff costs 2021 £	Other costs 2021 £	Total funds 2021 £
Conservation & Community	27,417	-	27,417
Young Archaeologists Club	53,951	5,068	59,019
Information & Communications	128,330	160,674	289,004
Capacity Building & Promotion	3,355	185,324	188,679
Membership	53,066	-	53,066
Support costs	73,509	104,735	178,244
	<u>339,628</u>	<u>455,801</u>	<u>795,429</u>

	Staff costs 2020 £	Other costs 2020 £	Total funds 2020 £
Conservation & Community	24,698	4,894	29,592
Young Archaeologists Club	48,596	13,229	61,825
Information & Communications	115,594	173,408	289,001
Capacity Building & Promotion	3,021	3,000	6,021
Membership	47,799	13,204	61,003
Support costs	66,215	145,267	211,482
	<u>305,923</u>	<u>353,002</u>	<u>658,925</u>

**7. Auditors' remuneration**

The auditors' remuneration amounts to an auditor fee of £6,440 (2020 - £6,440).

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**8. Staff costs**

	2021 £	2020 £
Wages and salaries	292,425	264,500
Social security costs	20,116	18,215
Contribution to defined contribution pension schemes	27,087	23,208
	<u>339,628</u>	<u>305,923</u>

The average number of persons employed by the Company during the year was as follows:

	2021 No.	2020 No.
Staff numbers	<u>12</u>	<u>12</u>

No employee received remuneration amounting to more than £60,000 in either year.

The senior management personnel of the charity received aggregate remunerations totalling £55,849 (2020: £46,652).

**9. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2020 - ENIL).

During the year ended 31 March 2021, expenses totalling ENIL were reimbursed to Trustees (2020 - £3,775).

Donations totalling £7,962 were received from the Royal Archaeological Institute (2020 - ENil), of which £4,000 was repaid. One of the Trustees, Ken Smith, was the President of the Royal Archaeological Institute until his resignation in April 2021.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**10. Tangible fixed assets**

	<b>Office equipment £</b>
<b>Cost or valuation</b>	
At 1 April 2020	4,392
At 31 March 2021	<u>4,392</u>
<b>Depreciation</b>	
At 1 April 2020	4,392
At 31 March 2021	<u>4,392</u>
<b>Net book value</b>	
At 31 March 2021	<u>-</u>
At 31 March 2020	<u>-</u>

**11. Fixed asset investments**

	<b>Listed investments £</b>
At 1 April 2020	11,219
Disposals	<u>(11,219)</u>
At 31 March 2021	<u>-</u>
<b>Net book value</b>	
At 31 March 2021	<u>-</u>
At 31 March 2020	<u>11,219</u>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**12. Stocks**

	2021	2020
	£	£
Book stock	<b>19,619</b>	4,586
	<u>          </u>	<u>          </u>

**13. Debtors**

	2021	2020
	£	£
<b>Due within one year</b>		
Trade debtors	21,811	35,934
Other debtors	8,179	6,016
Prepayments and accrued income	154,323	23,423
	<u>          </u>	<u>          </u>
	<b>184,313</b>	65,373
	<u>          </u>	<u>          </u>

**14. Creditors: Amounts falling due within one year**

	2021	2020
	£	£
Trade creditors	94,973	25,592
Other taxation and social security	5,981	5,767
Other creditors	22,803	4,235
Accruals and deferred income	146,193	42,127
	<u>          </u>	<u>          </u>
	<b>269,950</b>	77,721
	<u>          </u>	<u>          </u>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**15. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
General Funds - all funds	(5,024)	837,411	(763,619)	68,768
<b>Restricted funds</b>				
Restricted Funds - all funds	57,274	104,006	(32,222)	129,058
<b>Total of funds</b>	<b>52,250</b>	<b>941,417</b>	<b>(795,841)</b>	<b>197,826</b>

Overall total funds increased for the year by £145,575 (2020 – decreased by £111,166). At 31st March 2021, total funds carried forward are £197,825 (2020 - £52,250), of which £150,714 (2020 - £57,274) are restricted.

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**15. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
General Funds - all funds	105,913	445,526	(554,611)	(1,852)	(5,024)
<b>Restricted funds</b>					
Conservation and community	14,000	753	(753)	-	14,000
Young archaeology club	43,503	50,321	(50,550)	-	43,274
Information and communication	-	57,006	(57,006)	-	-
	<u>57,503</u>	<u>108,080</u>	<u>(108,309)</u>	<u>-</u>	<u>57,274</u>
<b>Total of funds</b>	<u><u>163,416</u></u>	<u><u>108,080</u></u>	<u><u>(662,920)</u></u>	<u><u>(1,852)</u></u>	<u><u>52,250</u></u>

**16. Summary of funds**

**Summary of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General funds	(5,024)	837,411	(763,619)	68,768
Restricted funds	57,274	104,006	(32,222)	129,058
	<u>52,250</u>	<u>941,417</u>	<u>(795,841)</u>	<u>197,826</u>

**THE COUNCIL FOR BRITISH ARCHAEOLOGY**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**16. Summary of funds (continued)**

**Summary of funds - prior year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2020 £
General funds	105,913	445,526	(554,611)	(1,852)	(5,024)
Restricted funds	57,503	108,080	(108,309)	-	57,274
	<u>163,416</u>	<u>553,606</u>	<u>(662,920)</u>	<u>(1,852)</u>	<u>52,250</u>

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	338,718	129,058	467,776
Creditors due within one year	(269,950)	-	(269,950)
<b>Total</b>	<u>68,768</u>	<u>129,058</u>	<u>197,826</u>

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Fixed asset investments	11,219	-	11,219
Current assets	61,478	57,274	118,752
Creditors due within one year	(77,721)	-	(77,721)
<b>Total</b>	<u>(5,024)</u>	<u>57,274</u>	<u>52,250</u>

