



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**

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

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Raksha Dave

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David Baker, former CBA Vice-President
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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.

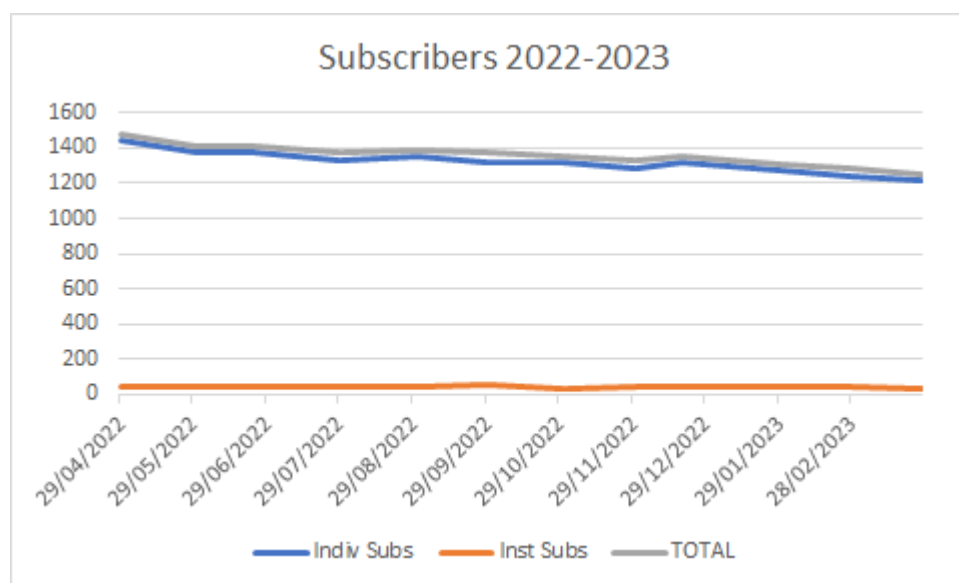
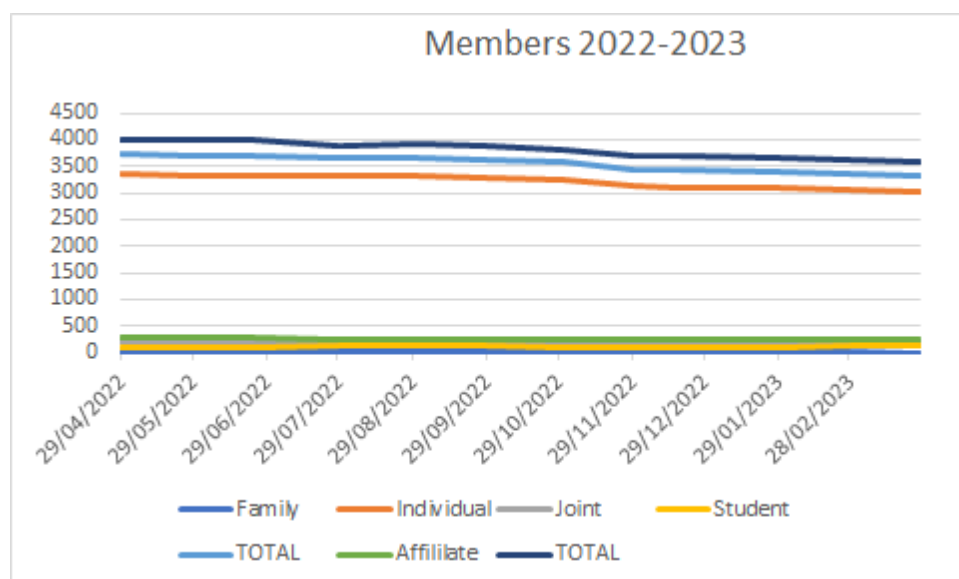
In 2022 we commenced a new online monthly lecture series called 'This is Archaeology'. It is free to members and a small charge for non-members.

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 1st April 2022 and 31st 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), which also now hosts all Festival information and resources (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).

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: 13th 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. 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: 13th 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**

		Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	<i>As restated Total funds 2022 £</i>
	Note				
Income from:					
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
Total income		134,664	532,541	667,205	916,214
Expenditure on:					
Raising funds	7	-	-	-	191
Charitable activities	8	46,270	703,913	750,183	850,584
Total expenditure		46,270	703,913	750,183	850,775
Net income/(expenditure)		88,394	(171,372)	(82,978)	65,439
Transfers between funds	17	(108,049)	108,049	-	-
Net movement in funds		(19,655)	(63,323)	(82,978)	65,439
Reconciliation of funds:					
Total funds brought forward		95,953	63,323	159,276	93,837
Net movement in funds		(19,655)	(63,323)	(82,978)	65,439
Total funds carried forward		76,298	-	76,298	159,276

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	As restated 2022
	Note		£	£
Current assets				
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)	
Net current assets			<u>76,298</u>	<u>159,276</u>
Total assets less current liabilities			<u>76,298</u>	<u>159,276</u>
Net assets excluding pension asset			<u>76,298</u>	<u>159,276</u>
Total net assets			<u><u>76,298</u></u>	<u><u>159,276</u></u>
Charity funds				
Restricted funds	17	76,298	95,953	
Unrestricted funds	17	-	63,323	
Total funds			<u><u>76,298</u></u>	<u><u>159,276</u></u>

The financial statements were approved and authorised for issue by the Trustees on 13th 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.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023**

	2023	<i>As restated</i> 2022
	£	£
Cash flows from operating activities		
Net cash used in operating activities	61,469	(75,693)
Cash flows from investing activities		
Dividends, interests and rents from investments	(26)	(1)
Net cash used in investing activities	(26)	(1)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	61,443	(75,694)
Cash and cash equivalents at the beginning of the year	188,150	263,844
Cash and cash equivalents at the end of the year	<u>249,593</u>	<u>188,150</u>

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**

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

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

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

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**

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

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
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>
	<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

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
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>

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

	Unrestricted funds 2023 £	Total funds 2023 £
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)

7. Expenditure on raising funds

Costs of raising voluntary income

		Total funds 2023 £
	Unrestricted funds 2022 £	As restated Total funds 2022 £
Costs of raising voluntary income	191	191

8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £
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 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

	Activities undertaken directly 2023 £	Total funds 2023 £
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
	<u>750,183</u>	<u>750,183</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

	2023 £	<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

	2023 £	<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>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

11. Staff costs (continued)

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

	2023	<i>As restated</i>
	No.	<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:

	2023	<i>As restated</i>
	No.	<i>2022</i>
		<i>No.</i>
In the band £60,001 - £70,000	1	<i>1</i>

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

	2023	<i>As restated</i>
	£	<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

	2023 £	As restated 2022 £
Due within one year		
Trade debtors	28,519	41,861
Other debtors	4,697	4,417
Prepayments and accrued income	91,827	111,823
	<u>125,043</u>	<u>158,101</u>

15. Creditors: Amounts falling due within one year

	2023 £	As restated 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>303,109</u>	<u>191,746</u>

	2023 £	As restated 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>93,201</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 £
Unrestricted funds					
General Funds - all funds	<u>63,323</u>	<u>532,541</u>	<u>(703,913)</u>	<u>108,049</u>	<u>-</u>
Restricted funds					
Restricted Funds - all funds	<u>95,953</u>	<u>134,664</u>	<u>(46,270)</u>	<u>(108,049)</u>	<u>76,298</u>
Total of funds	<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>
Unrestricted funds				
General funds - all funds	<u>79,837</u>	<u>792,964</u>	<u>(809,478)</u>	<u>63,323</u>
Restricted funds				
Restricted funds - all funds	<u>129,058</u>	<u>8,193</u>	<u>(41,298)</u>	<u>95,953</u>
Total of funds	<u>208,895</u>	<u>801,157</u>	<u>(850,776)</u>	<u>159,276</u>

18. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
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>

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>208,895</u>	<u>801,157</u>	<u>(850,776)</u>	<u>159,276</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

	Restricted funds 2023 £	Total funds 2023 £
Current assets	379,407	379,407
Creditors due within one year	(303,109)	(303,109)
Total	76,298	76,298

Analysis of net assets between funds - prior year

	Endowment funds 2022 £	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Current assets	(14,848)	95,953	269,917	351,022
Creditors due within one year	-	-	(191,746)	(191,746)
Total	(14,848)	95,953	78,171	159,276

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

	2023 £	As restated 2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(82,978)	65,439
Adjustments for:		
Dividends, interests and rents from investments	26	1
Decrease in stocks	-	14,848
Decrease in debtors	33,058	26,212
Increase/(decrease) in creditors	111,363	(182,193)
Net cash provided by/(used in) operating activities	61,469	(75,693)

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

21. Analysis of cash and cash equivalents

	2023 £	As restated 2022 £
Cash in hand	249,593	188,150
Total cash and cash equivalents	249,593	188,150

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
	<u>188,150</u>	<u>(80,057)</u>	<u>141,500</u>	<u>249,593</u>

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:

	2023 £	As restated 2022 £
Not later than 1 year	14,910	-
Later than 1 year and not later than 5 years	59,640	-
	<u>74,550</u>	<u>-</u>

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

	2023 £	As restated 2022 £
Operating lease rentals	<u>26,547</u>	<u>32,178</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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.