
COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

CONTENTS

	Page
Reference and administrative details of the Charity, its Trustees and advisers	1
Trustees' report	2 - 35
Trustees' responsibilities statement	35
Independent auditors' report on the financial statements	36 - 39
Statement of financial activities	40
Balance sheet	41
Statement of cash flows	42
Notes to the financial statements	43 - 59

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

Trustees

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

¹ Resource Committee

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

1. Foreword



A message from our Chair: Gail Boyle

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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



A message from our Executive Director: Neil Redfern

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

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

Key findings included:

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

2. The CBA: People and Archaeology

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

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

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

Our Vision:

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

Our Mission:

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

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

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

Our Values:

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

The CBA aspires to be

- **Inclusive and participatory**

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

- **Curious and enquiring**

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

- **Collaborative**

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

- **Creative, communicative, and connective**

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

- **Caring and campaigning**

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2023 to 31 March 2024. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Policies And Objectives

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

Strategies For Achieving Objectives

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

Our Strategic Priorities 2021 - 2025

Goal	Action
1. Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.	<ul style="list-style-type: none">• Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.
2. To make archaeology more relevant to people so they feel better able to participate.	<ul style="list-style-type: none">• 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.
3. To target increased participation in archaeology for young people under the age of 25.	<ul style="list-style-type: none">• 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.
4. To build the CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.	<ul style="list-style-type: none">• 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.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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.	<ul style="list-style-type: none">• 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 - 2025

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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


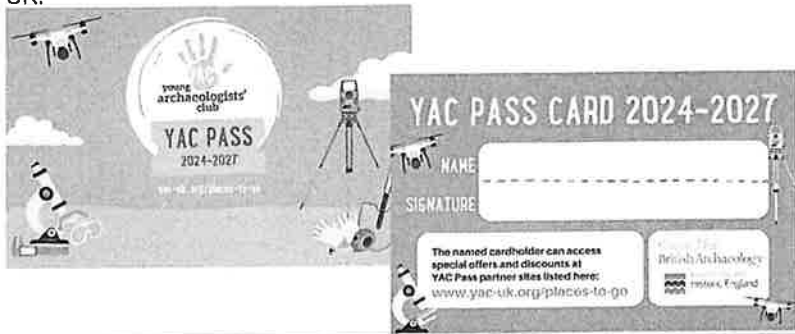
CBA Youth engagement	<p>The CBA's Young Archaeologists' Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 70, lie at the heart of our work to support youth engagement and early career archaeology. Led by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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

Activities for Achieving Objectives

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

Youth Governance

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

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

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



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

- Two members represented the YAB at the Archaeological Achievement Awards

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

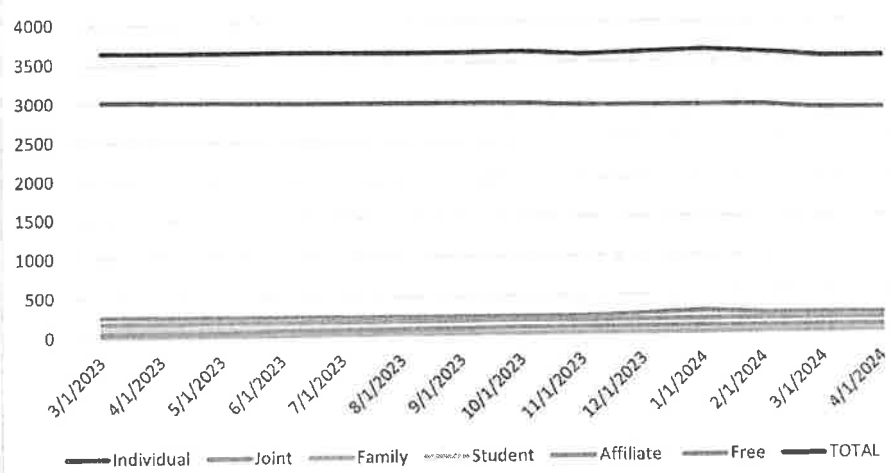
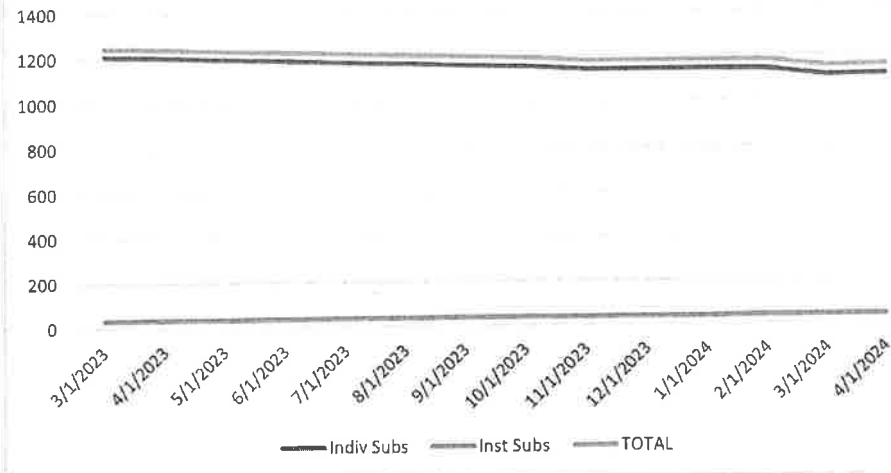
COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

CBA Events	
Festival of Archaeology	<p>In 2023 the Festival of Archaeology returned with a continuation of the hybrid format, offering a blend of on the ground and online events from 15 July to 30 July. The theme was 'Archaeology and Creativity' and over the course of the Festival there were 611 unique opportunities to engage in archaeology across the UK. This year we continued to develop the within the main CBA website and expand and update materials and guidance for event organisers. The introduction of new safeguarding measures was a significant change and alongside asking event organisers to confirm they had appropriate measures in place for their events, we provided guidance material and made the CBA safeguarding policy available as a template. Changes to insurance requirements meant that in 2023 we were unable to provide event organisers with insurance cover for their events. To support organisers through this transition we developed new guidance for the website and offered grants to organisers who needed to obtain insurance cover to deliver their event. Finally, new guidance was developed with the focusing on creating safe and welcoming events. Guidance documents were produced for organisers and participants highlighting simple actions to think about before, during, and after an event.</p> <p>We once again saw a fantastic range of events and activities across the Festival fortnight including online conferences, guided walks, site visits, workshops, talks and creative activities. The CBA launched the Festival at Powis Castle, Wales in collaboration with the National Trust and the event celebrated the archaeology of the region with guided tours of the site and nearby Beacon Ring hillfort, handling collections, talks and art activities, and stalls from a range of local societies and organisations including the Portable Antiquities Scheme, the Gardens Trust, Clwyd-Powys Archaeological Trust, Heritage Watch, CBA Wales Ponthafren Community Garden, and Powysland Museum. As part of the day's events, we launched the Archaeological Achievement Awards, with judge and CBA Trustee, Fiona Gale officially opening nominations. Despite inclement weather, around 800 people attended throughout the day.</p> <p>On the second day of the Festival we stayed at Powis Castle to deliver a Skills Day. This was delivered to a small group of pre-booked attendees and included workshops on excavation and geophysics delivered by Clwyd-Powys Archaeological Trust, a tour of the site focusing on the archaeology and surrounding landscape with National Trust archaeologist, Kathy Laws, and an art workshop focusing on creative practices inspired by the surrounding archaeology with artist and archaeologist Debbie Miles Williams.</p> <p>Over the middle weekend we held a youth focused event at Stourhead in collaboration with the National Trust. The day was designed for young people aged 8-17 and focused on excavations in search of the lost Stourhead Castle. Participants learnt excavation techniques, had a go at geophysical survey with specialists from Magnitude Surveys and looked at how the current house and buildings at Stourhead are cared for.</p>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

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

	<p>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.</p> <ul style="list-style-type: none"> • Agricultural buildings at The Griff House Hotel, Chilvers Coton: The CBA opposed the demolition of a range of farm buildings at George Elliot's childhood home that arguably inform the recurring backdrop of bucolic English countryside in her literature. Proposals sought to demolish the curtilage listed buildings and create a George Eliot Visitor Centre and Museum. We advised this would be best achieved in the existing structures. <p>This year we have seen an uplift in proposals for the adaptive reuse or refurbishment of public houses. These buildings often have high community value and a central position within local communities, making communities resistant to their loss. Provided there is evidence that ongoing use in their function as a public house is not viable, we recommend that successive phases of evolution and their historic use remain legible in any scheme.</p> <ul style="list-style-type: none"> • White Hart Inn, Caundle, Dorset: The CBA objected to the domestic overdevelopment of the site, suggesting that any new dwellings in the curtilage of the historic pub should not dominate the street scene and should reflect the character of the local area. <p>Other examples include</p> <ul style="list-style-type: none"> • The Valiant Trooper, Aldbury: , and • The Three Horseshoes, East Spellbrook: • Cross Gaits Inn, Blacko: • The CBA frequently comment on proposals for disused historic farm buildings and offer advice around how to retain their significance without losing their agricultural character and evidence of their former uses. In particular, applicants are often unaware of the significance of internal fabric, and proposed internal changes which would alter the internal space (where historic form is dictated by function), use inappropriate materials and remove highly significant historic features; the CBA are able to offer advice on more suitable options. • Cottages at Cororion, Bangor: The CBA advised that a scheme to return a pair of cottages from auxiliary agricultural buildings back to a habitable condition required an improved assessment of the site and a detailed scheme of works. The cottages appear to have originated as the principal farmhouse from an earlier date than the List description suggests. Whilst supportive in principle, the CBA were keen that a comprehensive scheme of works needed to be informed by a structural survey and use materials that would operate sympathetically to the historic building construction. https://casework.jcnas.org.uk/appl/191928 • Eastward Farm, Penrith: The CBA are thrilled to see that the continued efforts of planning officers at LDNPA and applicants, along with advice from the CBA and Georgian Group, has resulted in an ultimate planning approval for a scheme of conservative repair and adaptation of the farmhouse and principal barns. The CBA were instrumental in the upgrading of the site from Grade II to Grade II* in 2022 to reflect the rare survival of fragile internal fabric. This upgrading has set a proportionately high bar for a conservation led scheme of works that retains the site's high archaeological interest in its built fabric. https://casework.jcnas.org.uk/case/119758
--	--

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

	<p>We have worked with LPA case officers and applicants' agents to secure improved designs for extensions and alterations, particularly those which are over-scaled and would dominate the historic building and harm the legibility of its historic character and development.</p> <ul style="list-style-type: none">• Washhouses to the rear of Alma Terrace, Portland: A proposed conversion scheme would have doubled the scale of the outbuilding, as well as removing internal evidence of its historic use. This would have had a negative impact on its evidential value and on the entire rare surviving row of Grade II listed washhouses. The CBA objected, alongside the Georgian Group and Historic England, and the application was rejected.• Gorphwysfa, Llanengan, Pwllheli: Llanengan's special interest as a conservation area relates to its legibility as a historic rural hilltop settlement. The age, vernacular character and prominence within the streetscape means Gorphwysfa makes a positive contribution to this character. The site's sensitivity to unsympathetic development is further enhanced by being within the AONB. The CBA objected to the over scaled replacement of a series of diminutive outbuildings with an overtly domestic structure composed of their cumulative massing and advised more sensitive criteria for an alternative scheme. <p>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).</p> <ul style="list-style-type: none">• The Regent Cinema, Lyme Regis, Dorset: The CBA raised concerns about a proposed scheme of adaptive reuse for a fire-damaged historic cinema which would have changed the building's scale, form, and internal plan. The application was later withdrawn.• Lodge Farm, Cundall: The CBA provided advice about necessary details of interventions into the historic fabric as part of the domestic conversion of an agricultural range of buildings to a wedding venue. This included the extent of subdivision, introduction of appropriate materials and consideration of maintaining the historic character of the buildings. <p>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.</p> <ul style="list-style-type: none">• 3 – 7 Coney street and 19 – 33 Coney street, York. The CBA have commented on revised proposals for this large site in central York. The design of contemporary additions has been improved but their scale and massing would impact on the character of this part of York's Central Historic Core Conservation Area. The CBA maintain that the creation of c.400 student lets is driving a scheme that would compromise the distinct identity of a number of listed buildings, compromise alternative future residential use and cut across the historic grain of long linear plots between Coney Street and the river. The CBA continue to advise on how harm to the historic environment could be reduced as part of developing these neighbouring sites. and• 80 Broad Street, Birmingham: The CBA objected to the proposal to cantilever a 42 storey tower over a handsome early 19th century Grade II hospital building. What became the Royal Orthopaedic Hospital began as the first 'lying in' hospital
--	---

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

	<p>The CBA continues to play an active role in multiple advocacy groups to support our purpose, vision and mission in championing archaeology and public participation in archaeology.</p> <ul style="list-style-type: none"> • 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), <u>supporting university archaeology departments.</u>
CBA Casework and Advocacy in Wales	<p>We continued to meet our casework targets for Wales. Between 1st April 2023 and 31st March 2024, 584 applications were assigned to the CBA. Out of these, 343 were assessed in detail and 27 responses provided with letters of support, objection, or advice.</p> <ul style="list-style-type: none"> • We have been an active member of the Minister's Historic Environment Group and the Local Heritage sub-group. • Cultural Strategy • Proposed Budget cuts to Cadw and Royal Commission • CBA continues to host the Secretariat of the Wales Heritage Group (WHG). The CBA coordinated a response to the Welsh Government's draft guidance on Public Commemorations in Wales on behalf of the Group. Meetings have continued to be held virtually since Covid. The CBA also coordinated the submission of a listing application for an at-risk historic pub in Penpergwm after concerns were raised by the group. • Group membership has been increasing and a representative from Cadw now attends the meetings to provide an update and answer member questions. We have produced and circulated four issues of Wales Heritage Exchange on behalf of the Wales Heritage Group of amenity societies.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

4. Notes

Income Generation

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

Grant-Making Policies

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

CBA Travel Bursaries

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

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

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

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

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

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

Environmental Policy

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

5. Achievements and Performance

Review of Activities

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

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

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

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

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

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

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

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

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

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

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

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

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

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

Breakdown of 2022-2023 Income

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

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

Investment Policy and Performance

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

6. Financial Review

Going Concern

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

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

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

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

Principal Funding

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

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

Reserves Policy

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

7. Structure, Governance and Management

Constitution

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

Method of Appointment or Election of Trustees

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

Policies Adopted for the Induction and Training of Trustees

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

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

Pay Policy

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

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

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

Risk Management

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

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

Structure, Governance and Management

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

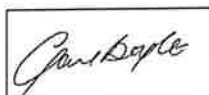
The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

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



Mrs G Boyle
(Chair of Trustees)
Date:

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

13th November 2024



Mrs G Boyle
(Chair of Trustees)

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

Opinion

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

financial statements

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

Other information

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

We have nothing to report in this regard.

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.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

Auditors' responsibilities for the audit of the financial statements

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

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

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

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the 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.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

Date:

11 December 2024.

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

BALANCE SHEET AS AT 31 MARCH 2024

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

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



Mrs G Boyle
(Chair of Trustees)

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024**

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

8. General information

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

9. Accounting policies

9.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

Council for British Archaeology (The) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

9.2 Going concern

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

9. Accounting policies (continued)

9.3 Income

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

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

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

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

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

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

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

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

9.4 Expenditure

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

9. Accounting policies (continued)

9.4 Expenditure (continued)

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

All expenditure is inclusive of irrecoverable VAT.

9.5 Government grants

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

9.6 Interest receivable

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

9.7 Gift Aid

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

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

9.8 Stocks

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

9.9 Debtors

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

9.10 Cash at bank and in hand

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

9. Accounting policies (continued)

9.11 Liabilities and provisions

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

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

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

9.12 Financial instruments

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

9.13 Operating leases

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

9.14 Pensions

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

9.15 Fund accounting

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

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

10. Critical accounting estimates and areas of judgment

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

Critical accounting estimates and assumptions:

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

11. Income from donations and legacies

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

12. Income from charitable activities

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

12. Income from charitable activities (continued)

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

13. Investment income

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

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

14. Analysis of expenditure on charitable activities

Summary by fund type

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

	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 2024**

15. Analysis of expenditure by activities

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

	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>

16. Auditors' remuneration

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

17. Staff costs

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

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

	2024 No.	2023 No.
Staff numbers	<u>12</u>	<u>12</u>

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

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

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

18. Trustees' remuneration and expenses

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

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

19. Stocks

	2024 £	2023 £
Book stock	<u>4,771</u>	<u>4,771</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

20. Debtors

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

21. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	5,441	1,364
Other taxation and social security	7,316	5,579
Other creditors	3,979	4,000
Accruals and deferred income	236,876	292,166
	<u>253,612</u>	<u>303,109</u>

	2024 £	2023 £
Deferred income at 1 April 2023	(19,011)	-
Resources deferred during the year	85,932	93,201
Amounts released from previous periods	19,011	(112,212)
	<u>85,932</u>	<u>(19,011)</u>

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

22. Statement of funds

Statement of funds - current year

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

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

General Funds:

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

Restricted Funds:

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

Grants are monies received and expensed for specific purposes.

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

22. Statement of funds (continued)

Statement of funds - prior year

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

23. Summary of funds

Summary of funds - current year

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

23. Summary of funds (continued)

Summary of funds - prior year

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

24. Analysis of net assets between funds

Analysis of net assets between funds - current period

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

Analysis of net assets between funds - prior period

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

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

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

26. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	228,780	249,593
Total cash and cash equivalents	228,780	249,593

27. Analysis of changes in net debt

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

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

28. Operating lease commitments

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

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

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

	2024	2023
	£	£
Operating lease rentals	16,277	26,547

COUNCIL FOR BRITISH ARCHAEOLOGY (THE)

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

29. Related party transactions

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

