

Norfolk & Norwich Archaeological Society



Patron: Her Majesty The Queen

Trustees' Annual Report & Accounts for the year ended 31st December 2021

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NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their report with the financial statements of the Society for the year ended 31st December 2021.

Registered address

64 The Close
Norwich
NR1 4DH

Bankers

Barclays Bank plc
5/7 Red Lion Street
Norwich
NR1 3QH

Building Society

Leeds Building Society
6-7 Guildhall Hill
Norwich, NR2 1JG

Solicitors

Leathes Prior
74 The Close
Norwich NR1 4DR

Insurance providers

Towergate Insurance
Towergate House,
5 Airport West,
Lancaster Way,
Leeds. LE19 7ZA

Investment advisors

Investec Wealth & Investment
2 Gresham Street,
London
EC2V 7QN

Independent Examiner for Accounts

Ian Barlow, Sexty & Co
124 Thorpe Road
Norwich NR1 1RS

PRESIDENT AND VICE PRESIDENTS in 2021

President:

Dr A Hutcheson

Vice Presidents:

Mr B S Ayers
Mr M R Begley
Mr A Fakes
Prof E C Fernie

Mr R Bellinger
Ms. S. Cabot
The Ven. Prof W M Jacob
Mrs H Paterson

TRUSTEES in 2021

Dr A Hutcheson
Ms S Cabot
Mrs M Gooch
Dr C Hayes
Mr T P Nuthall
Dr A Rogerson
Mr D Leak (Resigned 2021)

Mr R Bellinger
Ms S Anderson
Dr A Grant
Dr V Morgan
Mr A Pask
Ms H Wallis
Mr T. Bradstreet (Resigned 2021)

OTHER MEMBERS OF COUNCIL IN 2021

Mr S Ashley
Dr. J M Barney
Ms J E Bown
Dr J Gregory
Mr D Leak
Dr C Rylands
Dr K Robinson

Prof S C Kaner
Prof W Bowden
Dr T J Pestell
Mr A Graham Kerr
Mr D J King
Mr E Perry
Mrs JM Sims

HON. SECRETARIES AND OFFICERS in 2021

Mr R Bellinger
Mr E G Perry
Ms S R Cabot

Mrs J M Sims
Mrs M Gooch
Dr K Robinson
A Graham Kerr
Ms S R Cabot
Ms S Anderson
Dr C Hayes

Hon. Treasurer
Hon. General Secretary (Resigned 2021)
Hon. General Secretary (Elected at 2021 AGM)
Hon. Librarian
Hon. Excursion Secretary
Hon. Lectures Secretary
Hon. Membership Secretary
Hon. Publicity Officer, Hon. YAC Organiser
Hon. Editor, Norfolk Archaeology
Hon. Newsletter Editor. Convenor, Publications Committee

AIMS and OBJECTIVES

The Norfolk and Norwich Archaeological Society (the Society), formed in 1846, exists to advance the education of the public through the study of archaeology in Norfolk, which includes as ancillary to this:

1. The study of the history, architecture and antiquities of Norfolk;
2. The collection and publication of information on the ancient arts and monuments of the county;
3. The encouragement of individuals and public bodies in making researches and excavations;
4. The prevention of injury to and destruction of all kinds of objects of archaeological value.

ADMINISTRATION and CONSTITUTION

The Society is governed by its own constitution and is a registered charity as defined by the Charities Acts 2006 and 2011. (Charity Number 311116). The trustees in the year were as set out above. Each trustee signed a trustee eligibility declaration and the Society has in place a trustee insurance policy through Towergate Insurance.

TRUSTEES RESPONSIBILITIES

The Trustees have and accept ultimate responsibility for directing the affairs of the Society, and ensuring that it is solvent and well-run, and for delivering the charitable outcomes for the benefit of the public for which it has been set up. They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities. They must ensure that the Society complies with charity law, and with the requirements of the Charity Commission, in particular that the Society prepares an annual report on what it has achieved and annual returns and financial statements as required by law.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless circumstances dictate that to do so would be inappropriate.
- Take special care when investing the funds of the charity, or borrowing funds for the charity

The Trustees receive support and advice from the Council of the Society, which consists of the Trustees, the vice-presidents, the officers and other elected advisory council members.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

The Society requires a good selection of skills amongst the Trustees to cover all the areas which the Society encompasses. The Trustees intend putting in place recruitment, selection and induction procedures as recommended by the Charity Commission. Role descriptions are being agreed and issued. All the trustees, other Council members and officers are volunteers; the Society has no paid staff*. (* Recruitment of a paid administrator, as described in the annual report for 2020 was not ultimately successful, this will be readdressed in 2022.)

POLICIES

The Trustees have put in place and set out on the Society's website policies covering:

- Health and Safety
- Equal Opportunities
- Protection of Children and Vulnerable Adults
- Volunteers Policy
- Conflicts of Interest Policy
- Trustee Code of Conduct
- Declaration of Interest
- Risk Assessment

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of the history, architecture and antiquities of Norfolk.

To this end the library is open (excluding when restricted by Covid19 rulings) for regular public use; lectures are open to the public; and the Society website gives all necessary general information to ensure that the public can benefit from its services. The range of activities listed below makes a positive contribution to the study of Norfolk archaeology and contributes significantly to achieving the aims and objectives of the Society.

ANNUAL GENERAL MEETING

The AGM took place at Hungate Medieval Art, with the option of online access, before the lecture on Saturday 4th September 2021.

The Annual Report and Accounts were accepted. The President, Honorary Officers, Trustees, Council members and Vice-Presidents were re-elected.

ACHIEVEMENTS and PERFORMANCE

The Society's activities during the year were again severely curtailed by the Covid-19 pandemic and subsequent restrictions. In particular no excursions took place.

MEMBERSHIP

	Individual	Household	Corporate	Overseas	Total
2020	234	79	30	21	364
2021	236	76	27	21	360

LECTURES

(Open to all) are usually held at the Town Close Auditorium, Norwich Castle Museum

As the pandemic and reaction to it evolved lectures took place either at Hungate Medieval Art and/or by ZOOM. The latter enabled access by a much wider audience than in the past, but unfortunately made it difficult to record accurate attendance figures.

It was notable that Zoom lectures, given as stand-alone or blended presentation, allowed attendance from a much wider audience than usual, including overseas participants, and seemed to encourage a broader age and social profile. For this reason the Society intends to continue to stream its lectures wherever possible, even once restrictions end. Summaries of some of these lectures are posted on the Society's website & newsletter

Jan 9: Dr Sarah Inskip, Cambridge University/Leicester University, 'Life in Medieval Cambridge. Results of 'After the Plague' Project

Feb 6: Heather Wallis, 'Boats, Bricks and Burnt Flints. Archaeology of the Broads'

Mar 2: Dr Neil Faulkner, SHARP, An Anglo-Saxon Industrial Oven Complex at Sedgeford. Sue Margeson Memorial Lecture

Sep 4 AGM, followed by Dr Helen Lunnon, 'Documenting East Anglian Church Porches'

Oct 2: Dr Natasha Harlow, (Nottingham University), 'In Search of Boudica through late Iron Age/Romano-British artifacts'

Nov 6: Dr Robert Johnston (University of Sheffield), Kinmaking and placemaking in Bronze Age Britain/Ireland, (Joint lecture with the Prehistoric Society)

Dec 4: Dr Richard Hobbs, (British Museum), The Thetford Treasure revisited, (Joint lecture with NAHRG)

COMMUNITY ARCHAEOLOGY CONFERENCE

A sub-group was set up to organise a conference, to be held on 9th April 2022, on the subject of community archaeology in Norfolk. This event will also be live streamed, and recorded for web presentation.

Serving on the group:

Dr A Hutcheson

Dr A Grant

Dr L Richardson

Ms Sophie Cabot

Ms Heather Wallis

Mr A Pask

PUBLICATIONS

The Society regularly publishes information on the archaeology of Norfolk, and on its own activities, via a number of platforms:

NORFOLK ARCHAEOLOGY

The Society issued its Journal, Norfolk Archaeology, Vol 48. Part 3 (2020)

NEWSLETTER

Two newsletters were issued in Spring and Autumn 2021, edited by Dr Clare Hayes. Topics covered included local society fieldwork reports, lecture programmes and NNAS news.

DIGITAL COMMUNICATIONS

The Society's website (www.nnas.info) was upgraded during the year, following the appointment of Nick Stone/Starfish, to create a new design and a user friendly WordPress based content management system, allowing for easier future updating. The new website incorporated a commerce system, which allows electronic payment for membership subscription and events, and much more dynamic communication with members.

A Members Update email was issued through Mailchimp at the start of every month, and on other occasions as required to publicise activities or update pandemic arrangements. After considerable work, the digital mailing list now represents the majority of members, and all new members.

We also intended to replace our Dropbox system, currently used for management of our records of members, during 2021. This work has been delayed during the lockdown period.

The Facebook page continued with over 500 followers, mostly in the UK with perhaps a third in East Anglia.

A Twitter account had fewer followers, less than 150 at present, mostly local heritage groups or individuals. We hope to build on this in the future.

A YouTube channel was set up and has five subscribers. In 2020 it featured a single video. of the Great Ryburgh lecture in December 2017, which has been viewed by over 100 times. We hope to use this more extensively in future.

LIBRARY

Like all aspects of the Society's activities, the library was affected by the international Pandemic. During lockdown the Library was closed and new accessions, amounting to 167 in 2020 and 202 in 2021, were catalogued remotely and then placed on shelves on re-opening. We are grateful to the staff of the NRO for receiving, date stamping, and storing our items during lockdown, facilitating this process. Accessions include a number of Post-Medieval Archaeology which brought the run up to date, and a complete run of Britannia, both donated by our member Andrew Rogerson. Much assistance has been provided by the web catalogue manager, Michael Holmes, who noted 3,000 updates to the catalogue in 2021.

The Librarian is in the Library on Mondays but access to the collection is available whenever the Archive Office is open.

YOUNG ARCHAEOLOGISTS CLUB (YAC)

The Society continues to support a thriving CBA Young Archaeologists Club branch in Norwich, which provides monthly activities in the school year to about 20 members aged 8-16. New members are recruited regularly, and a team of 4 volunteers run the branch, including a Young Leader, an 18-year-old former branch member. In 2021, monthly meetings continued on Zoom or Teams until the summer holidays. From October onwards face to face meetings, with limited numbers, were able to resume. Despite these restrictions, the group has continued, and indeed grown. The Spring 2021 NNAS Newsletter contained a list of topics and activities undertaken, including participation in the Heritage Heroes Awards, and the creation of an exhibition to present to the public at Hungate medieval Art, which opened in November and will run until late July 2022.

GRANT MAKING

The Society continues to support local archaeological activities and publications with grants. These are applied for using the Society's grant application form, with letters of support, and then agreed to (or not) by the Trustees.

A Grant was made in 2021 of £500 to Dr Sally Francis for her Post-Dissolution History of Burnham Norton Carmelite Friary.

FINANCIAL REVIEW

The financial statements for the year ended 31 December 2021 appear on pages 8 to 14 with the report of the Independent Examiner on page 15. At 31 December 2021 the balance at Barclays Bank on current account was £28,229 and the balance at Leeds Building Society was £16,992. The portfolio was valued at £701,282 and, together with building society interest, generated an income of £20,383 for 2021. Total Society income was £30,255 and expenditure £24,936. Net assets amounted to £737,137.

RESERVES POLICY

The Society's reserves are not restricted and are believed to be sufficient:

- (a) to provide funds to safeguard our service commitment in the event of delays in receipt of, or reduction in, membership subscriptions, or in the event of material unforeseen expenditure.
- (b) to cover expenditure, without which the Society could not function, for a period of 3 years running costs. The Trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the needs of its members and the public.
- (c) to provide extra funds which can be designated to specific projects and/or deal with unforeseen emergencies.

INVESTMENTS

The principle asset of the Society is its portfolio of investments which is unrestricted and is considered more than adequate to meet any unexpected call on the Society's funds. It is invested in accordance with the Society's constitution and the Trustee Act 2000. In line with Sections 4, 5 and 15 of that Act, the Trustees have put in place an investment policy document with Investec Wealth & Investment Limited. The overall objectives are to create sufficient income and capital growth to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of, and if possible, enhancement of the value of the invested funds while they are retained. The objectives are to be achieved by investing prudently in a broad range of fixed interest securities, UK and overseas equities which are quoted on a recognised investment exchange, and unit trusts and OEICs (open ended investment companies) which are authorised under the Financial Services and Markets Act 2000.

The investment policy criteria are a balanced return between income and capital at medium risk and a discretionary mandate over a 10 year + time horizon. The portfolio asset allocation falls within broad planning ranges and the performance is measured against a weighted average of the movements in the comparative indices (a bespoke benchmark). There is no investment in unquoted securities. Dividends and interest are paid into the Society's bank account quarterly. The investment policy document agreed with Investec contains the following paragraph:

The trustees reserve the right to exclude companies that carry out activities contrary to their aims or from holding particular investments which damage the Charity's reputation. Trustees expect the fund manager to have considered the suitability of investments of the same kind as any particular investment proposed to be made or retained.

The investment policy document and its arrangements are reviewed regularly by the Trustees.

At 1 January 2021 the market value of the managed fund was £642,261 and this increased fairly steadily so that by 31 March the market value was £644,472, by 30 June £662,665, by 30 September £660,132, to £701,282 at the year end. The final figure included a transfer from our current account of £15,000.

During the year realised surplus was £458 (In 2020 losses were £12,659) and a net surplus of £49,759 (In 2020, decrease in value of £12,119). Income from investments, was £20,363 (2020 £19,642).

Our investment managers are cautious about both the progress of the Society's fund and its investment income in 2022 due to rising inflation, rising interest rates and the Russian invasion of Ukraine. This latter factor is likely to have consequences on commodity inflation, economic growth and broader regional security. However, by favouring higher-growth high quality businesses with low levels of debt and the ability to generate good returns on their invested capital bases, it is anticipated that our long-term investment performance will provide a high level of security and income. In 2022 we anticipate sufficient income for the Society to be able to pay grants as in the past.

Thanks are due to all the officers of the Society for the work they have carried out during this exceptionally challenging year.

ON BEHALF OF THE TRUSTEES

A handwritten signature in dark ink, appearing to read 'S. Cabot', written in a cursive style.

Sophie Cabot
Honorary General Secretary, May 2022

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31
DECEMBER 2021

	Note	2021	2020	£
INCOMING RESOURCES				
Subscriptions		8,557	8,857	
Investment income	3	20,383	19,642	
Sales of publications		76	29	
Donations		15	1,067	
Tax refunds		1,224	1,275	
		<hr/>	<hr/>	
Total incoming resources		30,255	30,870	
		<hr/>	<hr/>	
RESOURCES EXPENDED				
Charitable expenditure				
Norfolk Archaeology	4	5,640	1,736	
Winter lecture costs		422	426	
Digitisation	5	0	2,061	
Grants	6	1,000	4,760	
Library	7	3,209	2,822	
Subscriptions and donations		357	334	
		<hr/>	<hr/>	
Other expenditure				
Investment management costs		6,372	5,541	
Other costs	8	7,936	3,501	
		<hr/>	<hr/>	
Total resources expended		24,936	21,181	
		<hr/>	<hr/>	
Net incoming resources before other recognised (losses) gains		5,319	9,689	
OTHER RECOGNISED (LOSSES) GAINS				
Realised surplus (deficit) on sale of investments	9	458	(12,659)	
Surplus (deficit) on revaluation of investments	9	49,759	(12,119)	
		<hr/>	<hr/>	
NET MOVEMENT IN FUNDS		55,536	(15,089)	
		<hr/>	<hr/>	
RECONCILIATION OF FUNDS				
Funds brought forward		681,601	696,690	
		<hr/>	<hr/>	
FUNDS CARRIED FORWARD		£737,137	£681,601	
		<hr/>	<hr/>	

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	£	£
Net incoming/(outgoing) resources, before investment movements	5,319	9,689
Increase/(decrease) in creditors	8,146	(9,561)
Decrease/(increase) in debtors and prepayments	(4,557)	132
Added to managed funds	(15,000)	(20,000)
Investment management fees paid through capital cash deposit, less capitalised interest, both part of managed funds	6196)	5,880
Increase/(decrease) in bank balances (Barclays Bank & Leeds Building Society)	£104	£(13,860)

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY
BALANCE SHEET - 31 DECEMBER 2021

		2021 £	2020 £
INVESTMENTS			
Managed funds	9	701,282	642,261
		<hr/>	<hr/>
CURRENT ASSETS			
Taxation recoverable		1,224	1,273
Due from investment managers		3,959	3,553
Contributions to cost of Norfolk Archaeology		7,100	2,900
Subscriptions in arrear		150	150
Balances at banks			
Barclays		28,229	28,133
Leeds Building Society		16,992	16,984
		<hr/>	<hr/>
		57,654	52,993
		<hr/>	<hr/>
CURRENT LIABILITIES			
Creditors			
Subscriptions in advance		296	166
Provision for production and despatch of Norfolk Archaeology		12,740	5,477
Grants	6	7,364	7,364
Other		1,399	646
		<hr/>	<hr/>
		21,799	13,653
		<hr/>	<hr/>
NET ASSETS		£737,137	£681,601
		<hr/>	<hr/>
represented by			
UNRESTRICTED INCOME FUND		£737,137	£681,601
		<hr/>	<hr/>

The charity's trustees are responsible for the preparation of the accounts. The members have not required the charity to obtain an audit of its financial statements for the year ended 31 December 2021 under section 144(2) of the Charities Act 2011. An independent examination has taken place.

These financial statements were approved by the Council and trustees on [4/9/2021] and were signed on its behalf by:

..... Andrew Hutcheson – President [4/9/2021]

..... Roger Bellinger – Hon.Treasurer [4/9/2021]

.....Sophie Cabot – (Hon. Secretary) [4/9/2021]

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY
NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

(i) These accounts have been prepared in accordance with Charities SORP [Accounting and Reporting by Charities: Statement of Recommended Practice] and with applicable accounting standards

(ii) The Society publishes Norfolk Archaeology, a refereed journal, of which one part is published annually. The costs of production and despatch of the part issued for any year is provided for in the accounts of that year together with any recoveries expected from other organisations.

2. MANAGEMENT COSTS, TRUSTEE EXPENSES AND RELATED PARTY TRANSACTIONS

As explained in the trustees' report the management and activities of the Society are directed by the trustees and officers who are in every case volunteers. In consequence there are no staff costs. A sum of £1,090 was paid during the year to the editor of the journal.

Notes 7 and 8, include the cost of stationery, postage and sundry supplies and services and the costs of certain other outlays reimbursed to trustees and officers of the society totalling £327

3. INVESTMENT INCOME

	2021	2020
	£	£
Building Society interest	10	8
Income from managed investment fund (Note 10)		
Interest from corporate bonds, bond funds and government stocks (fixed interest)	5,275	5,085
Dividends from infrastructure investments	2,996	2,961
Dividends from UK unit trusts (equities)	10,174	9,194
Income from property funds	1,928	2,388
Cash on deposit	-	6
	<u>£20,383</u>	<u>£19,642</u>

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY
NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2021 (continued)

4. NORFOLK ARCHAEOLOGY

	2021	2020
Over provision in prior year		(841)
2021 edition		
Printing	10,040	3,397
Typesetting	1500	1,080
Despatch	1200	1,000
Recoveries	(7100)	(2,900)
	<u>£5,640</u>	<u>£1,736</u>

5. DIGITISATION

The Society's journal, Norfolk Archaeology, Volumes 1 to 44 covering the period 1846 to 2005, have been scanned and have been made available on the Society's website. This exercise was given financial support by the Marc Fitch Fund

6. GRANTS

In 2018 the trustees approved £5,000 to be paid to the Caister Research Fund in five annual instalments of £1,000. £3,000 has been paid so far and a further £1,000 is reserved in these accounts leaving one further grant to be charged when paid in future years. £6,364 has been provided to pay for the Fransham publication including £1,364 contribution received from a third party.

7. LIBRARY

The Society's library consists of a collection of books, manuscripts, drawings and prints built up over many years, having a considerable but not readily quantifiable value. The Council considers that this collection forms an essential adjunct to the activities of the Society.

Library costs were as follows:	2021	2020
	£	£
Rental paid to Norfolk Archive Centre	2,500	2,500
Book purchases	274	152
Librarian's expenses	265	170
Computer costs	170	-
	<u>£3,209</u>	<u>£2,822</u>

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY
NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2021 (continued)

8. OTHER COSTS	2021	2020
	£	£
Printing and despatching newsletters	1,054	1,809
Insurance and CBA affiliation	575	546
Secretarial and membership expenses	319	397
Consultants fees	5,221	-
Administrative assistance	-	312
Federation subscription and diaries	-	56
Web site costs	381	81
Accountancy fees	386	300
	<hr/>	<hr/>
	£7,936	£3,501
	<hr/>	<hr/>

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY
NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2021 (continued)

9. INVESTMENTS

The bulk of the Society's assets are invested under the discretionary management of Investec Wealth & Investment Limited. Movements on the managed fund during 2021 as reported by the managers, were as follows:

	Cost £	Market Value £
At 31 December 2020	586,624	642,261
Cash introduced	15,000	15,000
Net profits on sales	458	458
Management fees paid from invested funds	(6,259)	(6,259)
Capitalised interest	63	63
Net increase in values		49,759
	<hr/> £595,886 <hr/>	<hr/> £701,282 <hr/>

The net profit on sale of £458 and the increase in market values of £ 49,759 have been dealt with in the statement of financial activities on Page 12

Investments quoted on the London Stock Exchange at mid-market price:

Fixed income	20,345	19,959
Equities	88,482	100,001
Infrastructure funds	66,659	73,797
	<hr/> 175,486 <hr/>	<hr/> 193,757 <hr/>

Investments at the mid-prices prevailing on the valuation date as supplied by fund managers.

Fixed income	118,119	120,455
Equities	247,313	327,877
Property funds	41,827	46,052
	<hr/> 407,259 <hr/>	<hr/> 494,,384 <hr/>
Capital cash fund	<hr/> 13,141 <hr/>	<hr/> 13,141 <hr/>
Total of managed invested fund	<hr/> £595,886 <hr/>	<hr/> £701,282 <hr/>

Independent Examiner's Report to the Trustees of Norfolk and Norwich Archaeological Society

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 12 to 14.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



I A Barlow FCCA
For and behalf of Sexty & Co
Chartered certified Accountants and Registered Auditors
124 Thorpe Road
Norwich
Norfolk
NR1 1RS

Date: 11 May 2021



NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

Patron: Her Majesty the Queen

MINUTES of the 175th Annual General Meeting of Norfolk and Norwich Archaeological Society

The meeting was held at Hungate, Princess St, Norwich – with dual delivery online via Zoom, because of the ongoing pandemic conditions. In recognition of this it was kept as brief as possible, and discussion was limited.

24 members attended in person, with a further small group tuning in on Zoom. At least two members experienced technical difficulties, but were able to confirm after the event that they did not object to any decisions taken.

AGENDA ITEMS

1. Apologies: Alistair Graham-Kerr, Dr Clare Haynes, Anne Woollett, Paul Hodge, Mike Spivey
2. Minutes of the 2020 AGM: Accepted
3. Matters Arising from same: None tabled

	Proposer	Seconder
4. Annual Report for 2020: Accepted	Dr Annie Grant	Ms Julie Curl
5. Annual Accounts for 2020: Accepted	Mrs Vivian Woodhouse	Ms Julie Curl
6. Election of Trustees All elected as proposed, including the appointment of Ms Heather Wallis.	Dr Annie Grant	Mr Andrew Curtain
7. Election of President and Vice-Presidents All as proposed. Dr Andrew Hutcheson agreeing to serve another term, following such a disrupted period.	Mrs Vivian Woodhouse	Ms Julie Curl
8. Election of the Honorary Officers All elected as proposed.	Mr Ian Bond	Ms Julie Curl
9. Re-appointment of the Independent Examiner of Accounts Sexty & Co; Agreed	Mr Roger Bellinger	Dr Annie Grant
10. Election of the Council	Dr Annie Grant	Dr Victor Morgan
11. Any Other Business	None tabled	

The meeting concluded at 13:40PM, followed by a lecture by Dr Helen Lunn, Norwich Castle Museum, on Documenting East Anglian Church Porches

* * * * *