DYFED ARCHAEOLOGICAL TRUST LIMITED

TRUSTEES’ REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2009

The Shire Hall
Carmarthen Street
Llandeilo
Carmarthenshire
SA19 6 AF
TRUSTEES’ REPORT FOR THE YEAR ENDED 31ST MARCH 2009

The Trustees present their annual report and accounts for the year ended 31st March 2009

LEGAL AND ADMINISTRATIVE INFORMATION

Principal Activity

The object for which the Trust is established is to advance the education of the public in archaeology.

The Trust seeks to improve the understanding, protection and promotion of the historic environment and maintains a strong regional commitment to southwest Wales. The Trust aims to foster a better understanding of the historic environment by undertaking and promoting research, survey and investigation. The Trust aims to improve the effective management and conservation of the historic environment for present and future generations to study and enjoy. The Trust aims to raise awareness of the historic environment and to promote physical and intellectual access through educational and outreach programmes.

Constitution

The Dyfed Archaeological Trust is a company limited by guarantee and not having a share capital (number 1198990) and a registered charity (number 504616). The governing documents are the Memorandum and Articles of Association of the 4th July 1975. The Trust is one of the four Archaeological Trusts originally established in the 1970s to cover the whole of Wales.

Trustees

The Trustees serve as Directors of the company and as such their report serves as the statutory Directors’ Report. Since there is no share capital the Directors do not hold any beneficial interest in the company. One third of the Trustees retire each year but are eligible for re-election at the Annual General Meeting. The following served as Trustees during the year:

Dr J L Davies
Mr. C J Delaney
Mr. C R Musson (Chairman)
Dr E Plunkett Dillon

At 10th October 2008 AGM the retiring Trustee, Dr E Plunkett Dillon was, under Article 41 of the Trust’s Articles, deemed re-elected.

The Trust has a Management Committee that is a delegated committee of the Board of Trustees. During the year the Management Committee comprised only the above members of the Board of Trustees.

Existing Trustees review the membership on a regular basis and offer Trustee positions to existing Members as they see fit. As it is the Trust’s intention to increase the number of Trustees Mr R Protheroe Jones and Professor B Burnham accepted an invitation in February 2009 to become Trustees. New Trustees are provided with information detailing the Trust’s structure, objectives, and policies and they are provided with literature on the responsibilities of being Charity Trustees. All new trustees have an induction with the Chief Executive which includes a detailed review of the company/charity structure, policy, organisation, staffing and work programme. Trustees are made aware of the wide range of guidance available from the Charity Commission in both hard copy and digital format.
Officers and Registered Office

During the year Mr K Murphy was the Company Secretary and Principal Officer (Chief Executive) of the Trust.

The Trust’s Registered Office is at The Shire Hall, Carmarthen Street, Llandeilo, Carmarthenshire, SA19 6AF. The National Westminster Bank plc, 59 King Street, Carmarthen are the Trust’s bankers. Morris Roberts, 14-15 Spilman Street, Carmarthen, serve as the Trust’s legal advisors. Clay Shaw Butler, Business Development Centre, Carmarthen, are the Trust’s auditors.

Trustees’ responsibilities

Company Law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- and 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 maintaining proper accounting records which 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 Companies Act 1985 and are in accordance with the Charities (Accounts and Reports) Regulations 2005. The Trustees 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.

Membership of the Trust

All members of the Trust, including Trustees, voluntarily contribute their unpaid time and expertise to the charitable objects of the Trust. The extent of this contribution is not reflected in the Trust’s financial statements, but the Trust is heavily dependent upon the services and expertise provided by its members serving as Trustees or members of the Management Committee, together with the valuable advice and specialist contributions to individual projects provided by other individual members.

Membership of the Trust is by invitation of the Trustees; it is personal and not transferable. At the end of the year there were 46 members. A full list of members as at the 31st March 2009 is contained in Appendix A.

Trust Premises

In addition to the Shire Hall in Carmarthen Street, which the Trust leases from Llandeilo Fawr Town Council, the Trust owns Leicester House, also located in Carmarthen Street.

Staff

The average number of employees during the year was 23. A full list of staff as at 31st March 2009 is contained in Appendix B. The Trustees wish to express their thanks to all the Trust staff for their commitment and efforts during the year.

Staff Training

The Trust encouraged staff to attend archaeological conferences and day schools in order to keep abreast of current developments within the profession. Several providers delivered workshops and seminars on a variety of topics during the year, ensuring that the Trust
continued with the implementation of its Training Plan. This plan was partly informed by staff appraisals.

During the course of the year members of staff attended numerous conferences, seminars and day schools, including: Britons and the Celtic World, The Historic Environment in Focus, Lost in Translation, Maritime Workshop, The Historic Built Environment, Natur Conference, Pembrokeshire Archaeological Day School, Ceredigion Archaeological Day School, The Digital Past, Badger Trust Conference, and Orchard and Groves. Formal training was provided for some staff on: Presentation Skills, Writing Environmental Impact Assessments, Health and Safety, Social Inclusion, Lifelong Learning, Essential Employment Law, Essential Leadership, Fire Marshalling, and various technical and computer software issues. In addition in-house training and mentoring was provided.

Professional Registration

During the year the Trust remained a Registered Archaeological Organisation of the Institute for Archaeologists. During the course of the year the Trust was certified as an Investor in People organisation.

**REVIEW OF TRUST ACTIVITIES DURING THE YEAR**

**ARCHAEOLOGICAL RESEARCH AND INVESTIGATION**

As in previous years a wide range of work was undertaken, including Cadw grant-aided threat-related assessments and excavations, and numerous other-funded surveys, watching briefs, evaluations, desk-based assessments and recording projects.

Further work on the Prehistoric Defended Enclosures Project was possible through Cadw grant-aid. Several elements of this work were completed during the year, including the examination of c. 30 sites not visited in previous years’ surveys. In addition to field survey a paper for publication in an academic journal was prepared summarising the results of the project. Drawings for a more popular publication, with contributions from Cadw, the other Welsh Archaeological Trusts and other organisations, were also completed. Cadw also grant-aided Defended Enclosures – Remote Sensing, a project investigating the usefulness of Lidar, aerial photographs and other techniques in establishing baseline data on a selection of coastal promontory forts. This project was undertaken in partnership with the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW). A report for publication on the results of several years’ fieldwork on the Cropmarked Enclosures in South Ceredigion and North Pembrokeshire Project was prepared in conjunction with Dr H Mytum of Liverpool University.

Several related Cadw grant-aided Scheduling Enhancement Projects were undertaken with the purpose of assessing for scheduling purposes all Roman and prehistoric sites across Wales by 2010. Field visits were made to over 120 prehistoric sites in Carmarthenshire and site dossiers were collated for sites in Ceredigion and Pembrokeshire in preparation for site visits in 2009-10. A number of Roman non-military sites across southwest Wales were also visited. In addition approximately 25 medieval minor defensive sites were visited. Historic Environment Records were updated.

Two volunteers, Hayley Nicholls and Gareth Nicholls, excavating a cist grave at Porth Clew.
following fieldwork and scheduling recommendations made to Cadw.

Geophysical surveys – follow-up projects to the Cadw grant-aided Prehistoric Funerary and Ritual site assessments produced good results at the Pant y Butler pair of round barrows, near Cardigan, and at Crugiau Cemmaes round barrows, near Nevern, Pembrokeshire. At the latter site an enclosure, possibly of Iron Age date, was discovered. Results from Moel y Llyn stone circle in north Ceredigion were poorer, but were supplemented by a topographic survey.

Two excavations, part of the continuing Early Medieval Cemeteries Project, were grant-aided by Cadw. At Porth Clew, south Pembrokeshire, geophysical survey followed by excavation demonstrated that a ruined medieval chapel stood within a multi-phase enclosure that was entirely early medieval in date. A cemetery, including several long-cist graves, with well-preserved skeletons, lay close to the chapel. Long-cist graves, some eroding out of low sea cliffs, were a feature of St Brides, also in Pembrokeshire. Small-scale excavation here demonstrated the presence of further graves and also identified a possible cemetery boundary ditch.

Wetlands Margins, a new Cadw grant-aided project focused on Cors Fochno in north Ceredigion. The objective of the survey - to identify, characterise and assess the archaeology of the bog fringe - was successfully achieved and the results will inform the Countyside Council for Wales’s management plan for the bog.

The Trust undertook projects for a variety of other clients - public and private developers, unitary authorities, government agencies, voluntary organisations and consultants. The

*Dinefwr Park – members of the local community participating in the early stages on an excavation searching for Newton medieval town.*
majority of these were carried out within Carmarthenshire, Ceredigion and Pembrokeshire. Projects included excavations, evaluations, building recording, landscape survey, desktop assessments and watching briefs that were often a condition of planning consents. The following summary provides a selection of the more significant projects. A full list of all projects, including clients, is provided in Appendix C.

Post-exavation work started on the investigation undertaken in 2005 of an early medieval smelting site and prehistoric site at South Hook (the former Esso refinery), Pembrokeshire. This work will continue in 2009-10 and will result in a report for publication. Preparation of drawings for a new edition of Roman Frontiers in Wales continued, and will do so into 2009-10.

Several interlinked projects were undertaken at Dinefwr Park, Llandeilo, Carmarthenshire, in conjunction with the National Trust. These included a topographic survey around Dinefwr Castle followed by test pitting; excavation in the medieval town of Newton and of the 18th century gardens; and geophysical survey and excavation on the site of a presumed Roman building. The excavation in the medieval town of Newton and in the gardens identified deeply stratified remains. The Roman building, however, remained elusive.

Numerous evaluations were undertaken. At Lletty Ceiro, Bow Street, Ceredigion, geophysical survey followed by excavation demonstrated that the remains of a round barrow cemetery survived below ground. Possible medieval remains, but undated, were discovered adjacent to Llansadwrn Church, Carmarthenshire, whilst at New Moat, Pembrokeshire, modern disturbance had removed earlier deposits in prime area of the medieval settlement.

Numerous archaeological watching briefs were undertaken during the course of the year, largely as a result of conditions placed on planning consents. At Pembroke Castle during construction of a new café the discovery of medieval remains necessitated a change of foundation design to enable their preservation in situ.

Building recording during the year included: the Pump House, Llanelli; Rhosson Farm, St Davids; Dinefwr Home Farm, Llandeilo; and Pricaston Farm on the MoD Castlemartin firing range. At Pricaston, analysis elucidated the complex history of this important medieval and later building.

Geophysical survey at Chanter’s Orchard, St Davids, in conjunction with a public open week organised by Cadw, revealed a previously unsuspected building. A possible prehistoric ring-ditch and other remains were identified by geophysics around Pricaston Farm on the MoD Castlemartin firing range, but a second planned survey on the range had to be abandoned owing to unexploded ordnance.

Towards the end of the financial year the Trust was awarded the Exploration Tywi! element of the Tywi Afon yr Oesoedd Project, a community landscape project centred around Llandeilo. Although started during early 2009, the majority of the investigative part of this project will take place later in 2009, 2010 and 2011.

Gravestone recording – just one element of the Exploration Tywi! landscape investigation.
EDUCATION AND PUBLICATION

All of the Trust’s archaeological research and investigations contribute directly or indirectly to raising awareness about Wales’ historic environment. However, several of the Trust’s projects and activities are specifically aimed at promoting this awareness. The Trust’s Outreach Strategy continues to contribute to fulfilling the Trust’s basic charitable objective - the education of the public in archaeology - and its role in promoting the historic environment as one of Wales’ greatest assets.

Community Heritage

The Trust continues to recognise the need for the promotion and interpretation of the historic environment at community level. ‘Community Archaeology’ or ‘Archaeology for All’ is becoming increasingly important across Britain, with a recognition that the profession can make a major contribution to a number of current economic and social objectives including social inclusion, public health and education, tourism and economic regeneration. The sector also has an opportunity to take advantage of the high media profile that archaeology currently enjoys.

Several of the fieldwork projects successfully engaged community members, students and others with an interest in archaeology, providing learning opportunities to a large number of individuals. At Dinefwr Park, Llandeilo, c.50 members of the community were engaged with the excavations and surveys over several weeks. The numbers of volunteers interested in taking part on the Porth Clew, Pembrokeshire, excavations were so great, that places had to be limited. Members of the community also participated on the excavations at St Brides, Pembrokeshire, and in the fieldwork associated with the Cors Fochno wetlands margins survey, north Ceredigion.

Heritage Interpretation Panels and Leaflets

The provision of heritage interpretation panels continues to be an aspect of the promotion of the historic environment in the region. During the year work was completed or started on approximately 20 panels, for a variety of clients including twelve for the Amman and Loughor Heritage Walks (co-sponsored by Carmarthenshire County Council and Neath-Porth Talbot County Council), six at Llyn Llech Owain country park (Carmarthenshire County Council), and two each at Maenclochog and Llawhaden, Pembrokeshire, for PLANED.

Exhibitions, displays and open days

Three well-attended events were held during National Archaeology Week in July 2008. At Ammanford over 400 people attended an event organized jointly with the Ammanford Archaeology and History Society, where, as well as exhibitions, talks and interactive events, displays were provided by Gweryn y Gwyr, an early medieval reenactment group. The Trust attended an open day at Carmarthen Museum, and guided tours were given at the excavations at Dinefwr Park in conjunction with the National Trust.

A number of events were attended or organized at which various aspects of the Trust’s work were displayed, including: the Colby Woodlands Garden heritage day organized by the National Trust; Strata Florida open day run by Lampeter University, the Royal Welsh Show alongside Cadw and RCAHMW’s displays, and a community day at Brynamman organized by Fforest Fawr Geopark (Brecon Beacons National Park).

Archaeological excavation has the capacity to attract the public’s attention, thus directly raising awareness of the community’s heritage and by extension Wales’s heritage, and also of the work of the Trust. The Trust is therefore always keen to seize the opportunity offered by excavation to promote heritage. This was achieved successfully at Porth Clew where daily tours were offered to local people and visitors during the three week project, and at Dinefwr Park, in conjunction with the National Trust, where large numbers joined guided tours of the excavations during two open days (including one during National Archaeology Week).
Lectures, Talks and Meetings

As in previous years, Trust staff continued to give lectures, talks and guided walks to a wide range of organisations, and papers were presented at a number of workshops, conferences and seminars. In total over 50 talks and guided walks were organised over the course of the year. A list of these events is provided in Appendix D. Of particular note were the series of talks given by Trust staff and others at the Ceredigion Archaeological Day School, which was attended by over 80 people, and the fifth annual Pembrokeshire Archaeology Day School, which was organized by the Pembrokeshire Coast National Park with support from the Trust. The latter included talks by Trust staff and was very well supported, with over 170 people in attendance.

As part of the Portable Antiquities Scheme the Trust liaised and met with local metal detectorist groups and individuals, and continued to record artifacts discovered during the course of the year.

In addition, individual members of staff were directly involved in representing the Trust and in contributing to the activities of a large number of external organisations and groups at a national, regional and local level, for example: the Council for British Archaeology Wales/Cymru; the Institute of Field Archaeologists Registered Archaeological Organisations Committee; the Welsh Industrial Archaeology Panel; the ‘What’s in Store’ Advisory Group; the Wales Historic Environment Group; National Park Archaeologists Accord Meeting; the Swansea and Carmarthen Bay Coastal Engineering Group; Local Authorities Local Development Plans Stakeholders’ Meetings; the Castell Henllys Stakeholders Group; the Pembrokeshire Coastal Forum; the St David’s Diocesan Advisory Committee; Tywi Afon yr Oesoedd Board Meetings; the Hill-Forts Study Group; and various local history and archaeological societies and groups. During the course of the year trust staff attended over 240 meetings.

Reports and Publications

Two trail guide booklets to prehistoric sites on Mynydd Carningli/Mynydd Melyn and Preseli were published during the year and made freely available at various outlets in north Pembrokeshire. A booklet celebrating the heritage of Cardigan titled “Cardigan” was prepared for printing in spring 2009.
Several papers and short contributions were prepared for *Archaeology in Wales* for publication in the spring of 2009. Other academic papers included a review of the Historic Environment Record in the *Carmarthenshire Antiquity* by Marion Page, the report on the excavations on the early medieval cemetery at West Angle Bay, Pembrokeshire, in *Church Archaeology* by Duncan Schlee, and a summary of the results of the prehistoric funerary and ritual sites project in Ceredigion by Nikki Cook, published in the journal *Ceredigion*.

Trust staff worked on other academic reports for publication. These included: excavations of the timber track-way at *Llangynfelyn*; several years’ excavation and survey of *Cropmark Enclosures* in south Ceredigion and north Pembrokeshire, and a synthesis of the results of the southwest Wales *Iron Age Defended Enclosures* survey. Drawings were also prepared for the new edition of the *Roman Frontiers in Wales* volume and for a book on *Iron Age Settlements in Wales*.

In addition Trust staff produced over 89 internal reports ranging from long reports on Cadw grant-aided threat related assessments to shorter reports of just a few pages on archaeological watching briefs.

Three Newsletters were produced during the course of the year and were widely circulated. Contributions were also made to the Pembrokeshire Coast National Park Authority’s newsletter *Historic Environment Review*.

**Education and University Training Support**

Training was provided to students and other participants on the excavations at *Porth Clew*, *Dinefwr Park* and *St Brides*, and opportunities continued to be provided for student and other placements in the Trust offices. During the year these placements included students from a number of local schools and colleges.
Website

The Trust’s website continued to develop, with regular additions being made during the course of the year. Following the success of previous years’ dig diaries, similar daily website updates with photographs were provided for the excavations at Dinefwr Park and Porth Clew.

The website serves as a very valuable education and research resource, and provides an effective method of disseminating all aspects of the Trust’s work. The large number of visitors who regularly use the facility are a measure of its success. The web address is www.dyfedarchaeology.org.uk

Press/Media

Numerous Trust projects appeared in the media during the year, including television, radio and local newspapers and journals. The excavations at Dinefwr Park and Porth Clew attracted the most media attention, with articles in local papers and local/national radio and television items.

Staff also took part in several radio interviews advertising forthcoming Trust events or describing recent archaeological discoveries.

ARCHAEOLOGICAL SERVICES

The Trust’s Archaeological Services section comprised two elements. The maintenance and development of the Trust’s regional Historic Environment Record (HER), part-funded by the RCAHMW and Curatorial Services the provision of advice to unitary and other statutory and non-statutory bodies on the protection and conservation of the historic environment. Both these services cover the unitary authority areas of Pembrokeshire, Ceredigion and Carmarthenshire, as well as the Pembrokeshire Coast National Park and part of the Brecon Beacons National Park.

The Pembrokeshire Coast National Park Authority continued to provide additional financial support for the provision of Historic Environment advice on the management and promotion of the archaeology of the Pembrokeshire Coast National Park. This support was supplemented by a grant from Cadw for the implementation of a programme of management work relating to Scheduled Ancient Monuments within the National Park. These resources allowed the Trust to employ a full-time Park Archaeologist.

Continuing grant-aid for the provision of Archaeological Planning Advice (over and above the grant support from Cadw) was provided by all five of the Local Planning Authorities in the region: Pembrokeshire Coast National Park; Pembrokeshire County Council; Brecon Beacons National Park; Carmarthenshire County Council; and Ceredigion County Council. The Trust continues to be very grateful to the Authorities for this support, which helps to ensure that the high level of service provided by the Trust can be maintained.

Cadw also provided grant-aid for the Trust’s initial contribution to the historic environment provisions of the all-Wales Tir Gofal Agri-Environment Scheme. Further grant-aid was provided by the Rural Payments Division of the Welsh Assembly Government to cover the cost of undertaking farm visits for a selected number of properties within the scheme.

The Forestry Commission provided grants for the historic environment provision to the Better Woodlands for Wales scheme.

Regional Historic Environment Record

The Regional Historic Environment Record (HER) includes both a paper record and a digital database. The Trust’s HER and other staff continued to enter new data, carry out routine maintenance, undertake development work and respond to internal and external enquiries.
**New Historic Environment Record software** continued to be developed by Steve Smith on behalf of the four Welsh Archaeological Trusts. This software is crucial in assisting in the enhancement and maintenance of the HERs as well as allowing public accessibility through the Internet. Testing of the new software took place in the early part of the financial year. Following a period of training Trust some staff began to edit and create new records using the new software, and all staff used the new system to access HER information. Over one thousand records had been created or edited in stand-alone databases in the interim period between abandoning the Trust’s old software system and commissioning the new; the process of returning these records to the main HER database started during the year. It is anticipated that the element of the software allowing public access to the HER will go online in early-mid 2009, following extensive testing. Early in 2009 the Clwyd-Powys Archaeological Trust began testing an additional function of the new software designed to deliver reports more efficiently to the Forestry Commission, supported by a grant from the Better Woodlands for Wales scheme.

The Trust continued to be involved in the exchange of core data with the other partners of **END (The Extended National Database for Wales).**

Support continued to be provided through Cadw’s curatorial grant for the wider provision of information from the HER and the development of outreach activities. 257 external enquiries were dealt with during the course of the year. Types of enquiry varied considerably, with some of the more demanding ones requiring a considerable amount of staff time. Most were answered by post or email but a significant number of enquirers visited the HER in person.

The Trust continued to attend meetings with its partners to work towards the goals outlined in the **Strategic Framework for Records Relating to the Historic Environment of Wales.**

**Dyfed HER Charitable Trust**

On the 18th January 2008, the **Dyfed HER Charitable Trust** was established, with the Dyfed Archaeological Trust as the sole Trustee. The purpose of this new Trust was to safeguard the Historic Environment Record (HER) for public use in the event of insolvency of The Dyfed Archaeological Trust (the parent Trust). Four Trustee meetings were held during the year and on the 16th January 2009 a **Deed of Transfer** was signed, transferring records created during the year by the Dyfed Archaeological Trust to the Dyfed HER Charitable Trust.

**Curatorial Services: Planning**

This area of the Trust’s work related mainly to development-control tasks, though some consultations affecting archaeological sites also arose outside the planning system. During the year 5229 planning applications were notified to the Trust. Of these 2587 needed detailed appraisal, resulting in further action in 255 cases, including recommendations for assessments, evaluations, excavations and recording work in advance of development, or for watching briefs during development. On 7 occasions the recommendation was refusal on archaeological grounds. Although the number of planning applications is down since the previous year, the number of cases requiring further action is up. It is this casework that is the most demanding on staff time.

During the year the Trust continued to develop its good working relationships with the regional planning authorities. In response to requests the Trust’s Planning Archaeologist continued to prepare briefs, agree specifications and carry out monitoring visits to a variety of developments.

The strategic or forward planning departments of all the regional local authorities were at various stages in preparing their **Local Development Plans.** Trust staff attended all stakeholder meetings to ensure that appropriate polices were in place to protect the historic environment.
Significant ongoing casework included the provision of detailed advice on applications in the region's historic towns, in other historic settlements and elsewhere. As a result of the Trust's intervention the Old Slaughterhouse at Kidwelly in Carmarthenshire was saved from demolition and will be conserved as a managed ruin. The Trust recommended refusal of an application for a windfarm on Mynydd y Betws, Carmarthenshire. This case went to public inquiry; the decision is awaited. The Trust also recommended refusal of a proposed housing development at the Tudor House, Pembroke, on the grounds that it would be detrimental to the medieval settlement pattern, would not enhance the Conservation Area and would be a departure from the Local Plan Policy. Permission was, however, granted as a delegated decision. At Jameston, Pembrokeshire, the Trust recommended that Pembrokeshire Coast National Park should commission a report on the assessment of the impact of a proposed allocation of 70 houses on the Manorbier Registered Historic Landscape. This assessment was commissioned. At Lletty Ceiro, Bow Street, Ceredigion, the Trust recommended that an archaeological planning condition should be attached to the consent for housing. In consultation with its historic environment partners, Cadw and the Clwyd-Powys Archaeological Trust, the Trust prepared a brief for desk-based assessment for a large windfarm at Nant-y-Moch, Ceredigion. Reports are awaited.

Information and advice on heritage management issues continued to be provided outside the local planning framework in respect of forestry, the treatment of metal-mine sites, coastal sites and agricultural operations.

A “Memorandum of Understanding” over advice regarding the implications of works on the historic environment was agreed between Dwr Cymru/Welsh Water and the Welsh Archaeological Trusts and was launched at a meeting.

The Trust responded to 44 consultations from service industries, including schemes from Dwr Cymru/Welsh Water and the Environment Agency.

Information was provided on 21 Hedgerow Removal Notifications for Carmarthenshire, Ceredigion and Pembrokeshire. As in previous years, at Cadw’s request, the Trust continued to comment on Scheduled Monument Consent Applications.

Curatorial Services: Heritage Management

During the course of the year the Trust responded to consultations on a variety of issues that have relevance to the historic environment, including a response to the Axis II review on the future of agri-environment schemes, including Tir Gofal. An announcement on this review is expected in the spring of 2009.

The Trust continued to provide advice to the St David’s Diocesan Advisory Committee on faculties. The Trust was represented on a number of other groups, including: a steering group for three heritage tourism projects managed by PLANED; the Built Heritage Forum; 20th Century Military Structures Working Group; Carmarthen and Swansea Bay Coastal Engineering Group; the South Pembrokeshire Ranges and Recording Advisory Group; and ALGAO (Association of Local Government Archaeological Officers).

A number of interesting finds were recorded during the Trust’s continued participation in the Portable Antiquities Scheme, a voluntary system for the reporting and recording of archaeological finds, these included two Iron Age bi-conical spindle whorls found near Cardigan and a 19th century brass rupee of the state of Bhutan found in Manordeilo, Carmarthenshire. A 12-month forward plan was produced with the aim of strengthening the main objectives of the scheme, namely good local publicity, developing links with metal detectorists, recording objects and dissemination of information.

Some of the Pembrokeshire Coast National Park Archaeologist’s time was devoted to the early medieval cemetery excavations at Porth Clew and St Brides. Casework included: repairing damage to cairns on Foel Drigarn; filling in erosion around standing stones at
Tafarn-y-Bwlch; provision of a new gate at Cerrig-y-Gof to secure continuing public access; and vegetation clearance at Nevern Castle.

The Trust continued to be responsible for the historic environment provisions of the Tir Gofal Agri-Environment Scheme in the region. During the year, and with the assistance of Cadw grant-aid, the Trust provided information on 150 consultations as part of the historic environment report process, including six updated reports. In addition, during the course of the year, 13 Welsh Assembly Government grant-aided farm visits were undertaken and reported on, and 9 call-outs made in response to specific management enquiries. 102 Year 5 Reviews were also undertaken. Towards the end of the financial year the Welsh Assembly Government informed the Trust that the number of Tir Gofal consultations is likely to be much lower in 2009-10; the level of historic environment provision will depend on the outcome of the Axis II review announcement in the spring of 2009. The Trust also continued to be responsible for the historic environment provisions of the Better Woodlands for Wales scheme. With the support of grant-aid from the Forestry Commission the Trust responded to 108 consultations and produced 83 reports; visit reports were prepared for two of these consultations.

FINANCIAL REVIEW

As a voluntary sector organisation the Trust continues to be heavily dependent upon grant-aid from Cadw and the Royal Commission. This grant-aid accounted for just over 44% of the Trust’s total incoming resources (2007-08: 47%). The Trust is most grateful for this continued support.

For the year ended 31st March 2009, 8% of the total resources expended were on management and administration of the charity (2007-08: 5.8%), a small amount on publicity and advertising and the rest on direct charitable expenditure on the activities described above.

The accounts for the year to 31st March 2009 show a surplus of income over expenditure of £1,189 (2007-08: deficit of £25,191).

VAT

The Trust registered for VAT during the year with a provisional registration date of the 1st October 2007. The liability that arose as a result of backdating registration amounted to £57,315 from 1st October 2007 to 31st March 2009. This has been paid to Revenue & Customs. HM Revenue and Customs agreed the calculation of the outstanding liability from the 1st October 2007 to date. However, no provision has been made for any further VAT liability should registration be deemed prior to that date by HM Revenue and Customs. At this juncture any potential additional liability is unknown but could be material.

Reserves policy

The Trust has a reserves policy that is required in order to maintain services should temporary problems be experienced in any of the major areas of income or expenditure, or should the Trust become exposed to an unexpected financial contingency. It is intended that the reserve would cover any financial shortfall in the short term until appropriate action could be taken to remedy the situation. The reserves would only be used in the following circumstances: redundancy costs when all other sources were exhausted; essential operating costs when all other sources were exhausted; when entering any enforced overdraft. The minimum reserve figure has been calculated on the basis of the redundancy costs of six members of staff of varying grades.

The reserve fund was established in 2000/2001 with an initial sum of £15,000. The Trustees
have decided to transfer 10% of any operating surplus, or £5,000, whichever was the lower, into the reserve fund on an annual basis. However, due to the current unfavourable financial situation no funds were transferred to the reserve fund in 2007-08 or in 2008-09. The reserve fund therefore remains at £35,340.

Designated funds

At the beginning of the financial year the Trust had a sum of £5,518 committed to the development of the new digital platform for the regional Historic Environment Record. During the year expenditure of £3,446 was made against this fund, which now stands at £2,072.

Risk review

The Management Committee continues to review the major risks to which the charity is exposed. This process includes a review of the systems that have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions, along with the development of a system for regularly monitoring the progress of individual projects and for ensuring there is adequate back-up provided for essential staff skills. These procedures continue to be periodically reviewed to ensure that they still meet the needs of the charity.

Prospects for 2009-10

The Trust has negotiated an approved Cadw grant of £291,678 for 2009-10, compared with an initial grant of £283,252 in 2008-09. In addition £29,930 of funding for the HER has been agreed from RCAHMW (£29,455 in 2008-09). At the end of the 2008-09 financial year, some £310,662 from other sources had already been secured for 2009-10.

Statement as to disclosure of information to Auditors

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

Clay Shaw Butler were appointed Trust auditors for the year 2008-09 in accordance with section 385 of the Companies Act 1985.

BASIS OF PREPARATION

The Trustees' Report is prepared in accordance with special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the Board of Trustees

K Murphy
Company Secretary    1 September 2009