

Dyfed Archaeological Trust

**TRUSTEES' REPORT FOR THE YEAR ENDED**

**31<sup>st</sup> MARCH 2016**



# TRUSTEES' REPORT FOR THE YEAR ENDED

## 31<sup>st</sup> MARCH 2016

The Trustees present their annual report and accounts for the year ended 31<sup>st</sup> March 2016.

Forty years have passed since the Trust was incorporated under the Companies Act on the 4th February 1975.

### Objective of the Trust

The Dyfed Archaeological Trust is an educational charity and a private limited company. The Trust was established in 1975 as part of a network of four independent archaeological organisations covering the whole of Wales. The object for which the Trust is established is to advance the education of the public in archaeology.

### Mission Statement

Promoting the understanding, conservation and appreciation of the historic environment of Wales.

### Promoting the historic environment

All of the Trust's activities directly or indirectly promote the historic environment. However, some projects and activities were specifically aimed at raising awareness of the historic environment as one of Wales's greatest assets.

### Community participation

The Trust has always welcomed the involvement of members of local communities, students and other volunteers on excavations and other projects. In recent years we have supported increased participation as it is now recognised within the profession that archaeology can make a major contribution to economic and social objectives, including child poverty, social inclusion, public health, tourism and economic regeneration and address some of the seven goals in the Welsh Government's 2015 Well-being of Future Generations Act.

Local volunteers and others participated on projects, including St Patrick's Chapel early medieval cemetery excavation, National Botanic Garden of Wales restoration project, Llanllyr nunnery excavation and Pembrey Country Park WW1 recording project. Volunteers also assisted with office-based projects. In total 145 individuals gave over 5000 hours of their time during the year. Work experience placements for school pupils were offered on excavations, while three student



40 mlynedd o Ymddiriedolaethau Archaeoleg Cymru

**YMDDIRIED MEWN  
ARCHAEOLEG**



**ARCHAEOLOGY  
IN TRUST**

40 years of the Welsh Archaeological Trusts

placements from Cardiff University contributed to office-based projects.

## Open days, talks, walks and events

Direct contact with members of the public, local interest groups and professional bodies is a simple and effective way of promoting the work of the Trust and the historic environment. During the year staff gave lectures, talks and guided walks to a wide range of groups and societies, and well-attended open days were organised at excavations. Papers were presented at workshops, seminars and conferences. A day of archaeological talks and exhibitions in Aberystwyth was well attended.

In total, 37 walks, talks, and events were given or organised, at which 3600 individuals were directly engaged.

## Reports and publication

The Trust is committed to making the results of its investigations available to as wide an audience as possible.

The Trust, in partnership with the other Welsh archaeological trusts, produced a bilingual booklet celebrating 40 years of the Trusts' achievements.

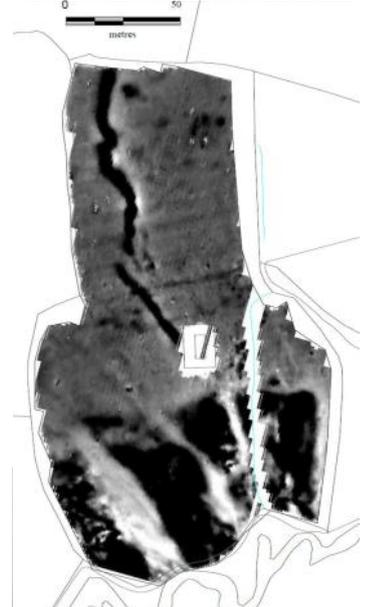
Trust staff produced 56 'grey literature' reports ranging from long reports on Cadw grant-aided projects to shorter reports of just a few pages on watching briefs. Most of these reports are publically accessible through the Archwilio website or the Trust's website. Summary reports were published in the journal *Archaeology in Wales*, and longer reports in *Archaeology in Wales* and *Archaeologia Cambrensis*.

Newsletters summarised results of recently completed projects and promoted future events. These were circulated electronically to individuals and organisations on the Trust's contact database and printed copies were made available at events and activities.

## Website and social media

The Trust's website serves as a valuable education and research resource and is an effective method of disseminating information about all aspects of the Trust's work. During the year new information on projects and other work of the Trust was added to the website. The address is [www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)

The Trust's Facebook page, Twitter account and Instagram account provide immediate information on what's happening in the Trust as



well as a means of promoting future events. The Trust now has 723 likes on its Facebook page, 1273 followers on Twitter and 34 followers on Instagram.

## Press and other media

Local newspapers, radio and national television channels are useful tools for promoting the historic environment to a wide audience. The Trust takes opportunities to disseminate new discoveries through radio and television, and articles on specific topics were occasionally placed in other newspapers.

## Historic Environment Record

The Historic Environment (Wales) Act of 2015 placed a statutory duty on Welsh Government Ministers to compile and keep up to date a historic environment record for each local authority area. This is the first time in Europe that HERs have been made statutory. The Ministers will delegate their duty to the Welsh Archaeological Trusts.

The Dyfed Historic Environment Record (HER) contains data in digital and paper formats on archaeological and related sites in south-west Wales. Cadw, acting on behalf of the Welsh Government, grant-aids the Trust to maintain the Dyfed HER. At the end of March 2016 the HER contained 52,805 monument records and 31,636 event records.

In addition to providing data to inform decisions on managing the historic environment, the HER is a powerful research tool for members of the public, academics and others. The Trust, in partnership with the other three Welsh Archaeological Trusts, has developed a software package, part of which – Archwilio – allows the public to view HER data across the internet. Data can be viewed in the field on a mobile phone using the Archwilio app. The Trust in partnership with the three other Welsh archaeological trusts continues to develop new HER software modules to improve the management of HER and related records.

During the year, many new records were created and site descriptions added or enhanced on existing records. In total: 229 new monument records were created and 2211 enhancements made to existing records; 78 new event records were created and 97 enhancements made. In addition 377 new source records were created and 329 enhancements made. Many of the new records created or changes made to existing records were the result of Cadw grant-aided projects: the woollen industry, World War One and World War Two projects and post-medieval roads. Other projects, either grant-aided or commercially funded, also contributed to enhancing the HER.



## Understanding the historic environment

All of the Trust's work assists in advancing the understanding of the historic environment. Some work, however, was specifically designed with this objective in view, including excavations, surveys, assessments, watching briefs and building recording projects. A selection is briefly described below.

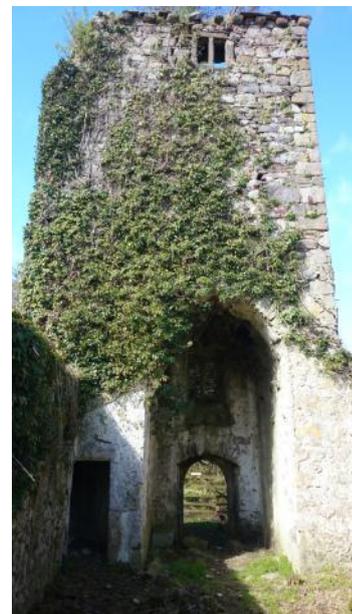
### Cadw grant-aided projects

Over the past twenty-five years we have been investigating classes of archaeological site, the aim being to understand what survives in order to provide information for management purposes, to make scheduling recommendations to Cadw, and to make available the collected data to a wide audience through the HER and Archwilio. To date all classes of site up to the end of the medieval period have been assessed, and progress has been made on assessing sites pre-dating 1750; during the year post-medieval turnpike and other roads and sites associated with the woollen industry were assessed. In addition, twentieth century military camps and ranges and the physical legacy of the First World War were investigated.

Two Cadw grant-aided excavations were undertaken: a second year at St Patrick's early medieval cemetery, Whitesands Bay, St Davids, and a second year at Llanllyr, Ceredigion the site of a medieval nunnery and post-medieval mansion and garden. Recording of a scheduled ship wreck at Ynyslas, Ceredigion continued and a survey and photographic record was made of the rapidly deteriorating late medieval ruined Scotsborough House, near Tenby. A report on the investigations of Wiston Roman fort was prepared for publication, and a report on the excavations and survey at Crugiau Cemmaes was published in *Archaeologia Cambrensis*. The Trust has been working with the Cadw, the other Welsh archaeological trusts, RCAHMW and others on Iron Age defended settlements reports to be 'published' by the journal *Internet Archaeology* during 2016.

### Other funded projects

We carried out a large number and a wide range of different projects for various clients: public and private developers, unitary authorities, voluntary organisations, the Welsh Government and consultants, and also obtained project funding from several grant-making organisations. Types of projects undertaken included excavations, evaluations, building recording, desk-top assessments, watching briefs, geophysical surveys, topographic surveys, formulating management plans and report writing. Larger projects included: survey and excavation at the National Botanic Garden of Wales to inform a large restoration project; survey at the Bishop's Palace



garden, Abergwili as part of a first stage of a large restoration project; assessment of Frongoch lead mine and other metal mines in Ceredigion prior to remedial works; and post-excavation analysis and reporting on archaeological fieldwork on a new road at Tiers Cross in Pembrokeshire and at a new school at Llandysul, Ceredigion. Illustrations for Pembrokeshire County History volume one were prepared, and a feasibility study for replacing roundhouses at Castell Henllys produced. An increasing amount of other-funded project work involved engaging with communities and volunteers. This included helping develop community projects such as at Glyn Neath gunpowder works and the 'Unloved Heritage' project in partnership with Cadw, the other Welsh archaeological trusts and RCAHMW. Excavation and survey was carried out as part of Llangwm community project in Pembrokeshire and across Carmarthenshire the Trust undertook the community engagement element of a project investigating peat bogs. The latter is a Trust/Carmarthenshire County Council/University of Swansea partnership project.

## Protecting the historic environment

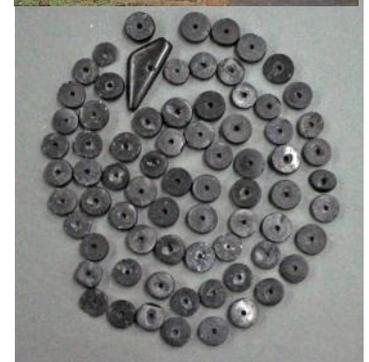
Royal assent was given to the Historic Environment (Wales) Act on 21st March 2016. This Act provides secure protection for Wales' historic environment. The Trust contributed to the preparation of this Act by sitting on advisory groups and commenting on draft documents, and will continue to contribute as guidance and other documentation is produced over the next 12 months.

Cadw grant-aid enabled the Trust to provide a comprehensive heritage management service across the whole of the region, including: responding to a large number of consultations on a variety of issues affecting the historic environment; providing advice to organisations and individuals; representing the Trust on local, regional and national committees; and contributing to the activities of numerous external groups. All of the Trust's activities help inform this advice.

## Planning Services

Pre-planning advice and recommending conditions on planning applications are important tools in protecting the historic environment. Continuing grant-aid for the provision of archaeological planning advice (over and above the Cadw grant) was provided by four local planning authorities in the region: Carmarthenshire County Council, Ceredigion County Council, Pembrokeshire County Council, and Pembrokeshire Coast National Park Authority.

During the year the Trust monitored 4431 planning applications, of which 2193 required detailed appraisal, resulting in further action in



201 cases, including recommendations for desk-top assessments, evaluations, excavations, recording and watching briefs. On 3 occasions the recommendation was for refusal on archaeological grounds.

## Glastir

Welsh Government grant-aid enables the Trust to provide information and advice to ensure that historic environment assets are properly managed on farms entering the Glastir agri-environment scheme. During the year the Trust provided historic environment data to enable monitoring of the effectiveness of the Glastir scheme.

## Portable Antiquities Scheme

The Trust works closely with metal detectorist clubs, individual detectorists and others to ensure the finds are reported and recorded under this voluntary scheme.

## Public benefit

The Trustees can confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission. Significant activities that we undertook during the year that demonstrate public benefit are set out in the above pages.

## Structure, governance and management

The Trust is one of the four Archaeological Trusts originally established in the 1970s to cover the whole of Wales.

## Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## Reference and Administrative Details

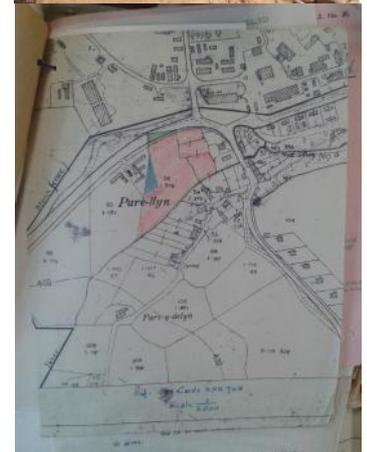
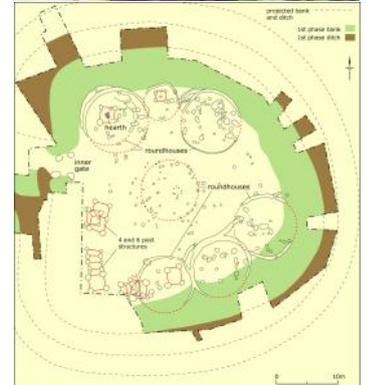
Registered Company number: **1198990** (England and Wales)

Registered Charity number: **504616**

## Officers and Registered Office

During the year Mr K Murphy was the Company Secretary and Chief Executive of the Trust.

The Trust's Registered Office is at Corner House, 6 Carmarthen



Street, Llandeilo, Carmarthenshire, SA19 6AE. The National Westminster Bank plc, 59 King Street, Carmarthen are the Trust's bankers. Red Kite Law LLP, 14-15 Spilman Street, Carmarthen, serve as the Trust's legal advisors. Clay Shaw Butler, 24 Llammas Street, Carmarthen, SA31 3AL are the Trust's auditors.

## Trustees

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The following served as Trustees during the year:

Prof B C Burnham

Dr J L Davies

Mr. C J Delaney

Mr. C R Musson - resigned 25.9.2015

Mr R Protheroe Jones

Mr N Wheeler

Dr R Anthony

Mrs H James

At the 25<sup>th</sup> September 2015 AGM the retiring Trustees were Mr C R Musson, Mr C J Delaney and Mr N Wheeler. Mr Delaney and Mr Wheeler offered themselves for re-election and were, under Article 41 of the Trust's Articles, deemed re-elected. Mr Musson resigned as a Trustee. Trustees, members and staff thank Mr Musson for his contribution to the Trust, including his two spells as Trust Chairman, 1989-1991 and 2005-2010.

The Trust has a Management Committee that is a delegated committee 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. New Trustees are provided with information detailing the Trust's structure, objectives, and policies along with literature on the responsibilities of being charity trustees. All new Trustees have an induction meeting with the Chief Executive, which includes a detailed review of the company/charity structure, policy, organisation, staffing and work programme. New Trustees are made aware of the wide range of guidance available from the Charity Commission in both hard copy



and digital format.

Two long serving members of the Trust died during the year: Robert Kennedy former curator of Pembrokeshire Museum and Muriel Bowen Evans historian and editor of Carmarthenshire Antiquary. Robert Kennedy was a founder member of the Trust in 1975 and served as a Trustee and on the Trust's management committee until 2007.

### **Statement of Trustees Responsibilities**

The trustees (who are also the directors of Dyfed Archaeological Trust Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken



to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

## Management Committee Meetings

The Management Committee comprises the Board of Trustees and four senior staff members: K Murphy (Chief Executive Officer), J Meek (Head of DAT Archaeological Services), J Holland (Office Manager) and one of three senior Heritage Management staff in rotation. The Committee was scheduled to meet four times during the year, but met only three times. In advance of meetings, and to assist Trustees in discharging their responsibilities, Trustees are provided with sets of papers which include: quarterly accounts, an updated risk register, a review of progress on the Trust's 2015-2020 strategic plan, a report on any health and safety issues, a rolling programme of reviewing policies and procedures, a report on the activities of the Trust in the previous quarter and other relevant papers.

## Membership of the Trust

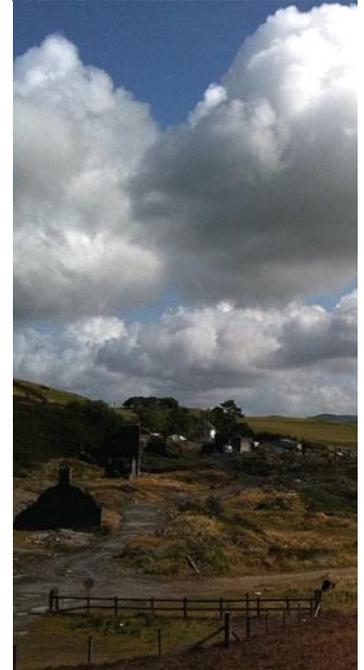
All members of the Trust, including Trustees, voluntarily contribute their unpaid time and expertise to the charitable objects of the Trust. The extent of this contribution is not reflected in the Trust's financial statements but the Trust is heavily dependent upon the services and expertise provided 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. A Membership Search Committee has continued to identify potential new members and to make recommendations relating to membership to the Trustees. Members are listed in Appendix A.

## Risks review

The Management Committee reviews the Trust's risk register at each quarterly meeting. This process includes an analysis, and if necessary updating, of the systems that have been established to mitigate identified risks.

The Archaeological Organisations Pensions Scheme (AOPS) is the most significant risk identified. This is a multi-employer pension scheme which operates for the benefit of the employees of the four Welsh archaeological trusts. The assets of the scheme are invested and managed independently of the finances of the Trust. It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. Triennial valuations



are carried out by an independent actuary. The most recent valuation for which information is available was carried out on 6 April 2015, at that time the liabilities of the pension scheme were greater than its assets, full details can be found in note 19. A twenty-year deficit recovery plan agreed with the Pension Regulator is in place to eliminate the deficit. AOPS is closed to new members. A money purchase scheme is available for employees who are not in AOPS but want to be in a pension scheme. Under the new accounting standard rules the AOPS deficit is included on the balance sheet, rather than, as in previous years, shown as a note in the accounts. As a result of these new rules, the Trust's Reserves appear to have been significantly depleted. This could affect the Trust's ability to apply for grant funding, and could affect its relationship with its creditors.

### Conflicts of Interest

The Trust has a Trustees Conflict of Interest Policy. All trustees complete an annual register of interest and declare any changes at the beginning of each management committee meeting. The Trust also has a Heritage Management—Contracting Conflicts of Interest Policy, and in 2016 the Trust instituted a Members of Staff Conflict of Interest Policy, which includes a declaration of interests form.

### Reporting Serious Incidents

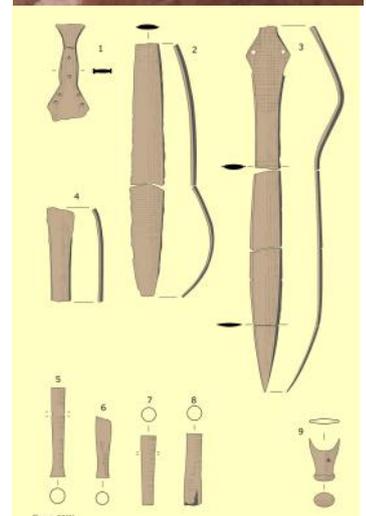
It is the Trustees duty to declare any serious incidents that may pose a threat to the Trust's beneficiaries, services, assets or reputation. The Trustees declare that no such incidents were reportable during 2015-2016.

### Health and Safety

The Trust has a Health and Safety Policy and supporting documentation. As a member of FAME (Federation of Archaeological Managers and Employers) the Trust receives regular health and safety updates as well as its *Manual of Health and Safety in Field Archaeology 2010*. Health and Safety is a standing item on the agenda of Management Committee meetings.

### Trust Premises

Staff moved into the Trust's new offices, Corner House, in November 2015, following extensive repair and refurbishment. The Trust continues to lease the Shire Hall, next door to Corner House, and uses it to store documents and other materials. A meeting room and document store will be built in the second phase of Corner House restoration. On completion of the second phase the Trust will move fully into Corner House and terminate the lease on Shire Hall.



## Staff

The average number of employees during the year was 18. A full list of staff as at 31st March 2016 is contained in Appendix B.

Management pay is based on the National Joint Council pay-scales, and pay grades and bands which are reviewed periodically by the board of Trustees.

## Professional and Other Registration

The Trust continues as a Registered Organisation of the Chartered Institute for Archaeologists (following an CIfA quinquennial inspection during 2015), is certified as an Investor in People organisation and a member of FAME (Federation of Archaeological Managers & Employers).

## Dyfed HER Charitable Trust

The Dyfed HER Charitable Trust was established in 2008, with the Dyfed Archaeological Trust as the sole Trustee. The purpose of this Trust is to safeguard the Historic Environment Record (HER) for public use in the event of insolvency of The Dyfed Archaeological Trust (the parent Trust). Three Trustee meetings were held during the year and on the 21st January 2016 a Deed of Transfer was signed, transferring records created during the year by the Dyfed Archaeological Trust to the Dyfed HER Charitable Trust.

## Financial review

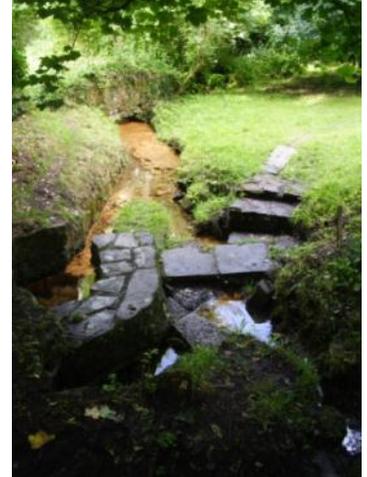
As a voluntary sector organisation the Trust continues to be heavily dependent upon grant-aid from Cadw. This grant-aid accounted for 57% of the Trust's total incoming resources (2014-15: 43%). We are most grateful for this continued support.

For the year ended 31st March 2016, 6% of the total resources expended went on management and administration of the charity (2014-15: 6%), 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 31<sup>st</sup> March 2016 show a surplus of income over expenditure of £7,098 (2014-15 a surplus of £19,959).

## 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 reserve 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; and when entering any enforced overdraft.

The reserve fund was established in 2000-01 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. The reserve currently stands at £112,710. At the end of the 2015-16 financial year £710 was transferred into the reserve fund.

**Prospects for 2016-17**

The Trust has negotiated a Cadw grant of £281,370 for 2016-17, compared with £318,130 for 2015-16. However, an additional £20,000 has been made available specifically to ensure that the Historic Environment Record complies with the statutory requirements of the Historic Environment (Wales) Act 2016. Even with these additional funds, this is an absolute reduction in the Cadw grant, which comes on top of a standstill grant award for seven years. At the end of the 2015-16 financial year, some £103,597 from other sources had already been secured for 2016-17 (£93,223 for the year 2015-16).

**Statement as to disclosure of information to Auditors**

So far as the Trustees are aware, there is no relevant audit information of which the company’s auditors are unaware, and individual Trustees have 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.

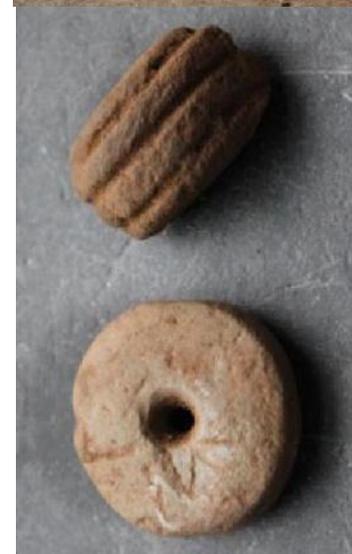
**Auditors**

The auditors, Clay Shaw Butler Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees

on ..... and signed on its behalf

by:.....Trustee



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