

Dyfed Archaeological Trust

TRUSTEES' REPORT FOR THE YEAR ENDED

31st MARCH 2017



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The Trustees present their annual report and accounts for the year ended 31st March 2017.

Over 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 excavations including: St Patrick's Chapel early medieval cemetery; Great Nash as part of the Llangwm heritage project; Machynys House, Llanelli; and the Bishops's Palace garden, Abergwili. Volunteers also assisted with office-based projects. In total 143 individuals gave over 4,800 hours of their time during the year. Work experience placements for school pupils were offered on excavations.



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, while well-attended open days were organised at excavations. Papers were presented at workshops, seminars and conferences. A day of archaeological talks and exhibitions in Llanelli was well attended.

In total, 55 walks, talks and events were given or organised, at which 6,500 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.

Trust staff produced 53 '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*. The Trust contributed a chapter for *Pembrokeshire County History Volume 1: Prehistoric, Roman and Early Medieval Pembrokeshire* and produced all the illustrations for the volume.

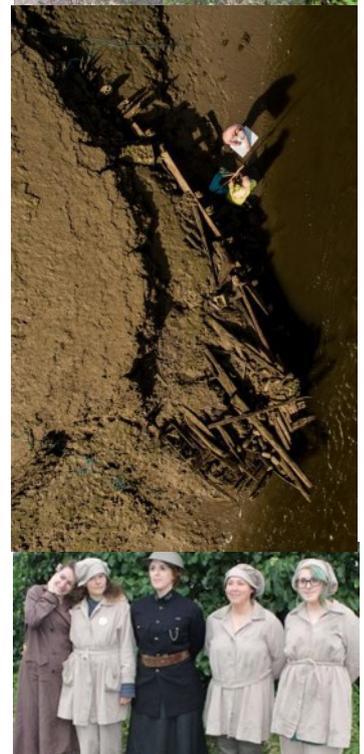
Website and social media

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 Website receives on average 8,000 hits a day. The address is 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 912 likes on its Facebook page, 1,533 followers on Twitter and 539 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 while articles on specific topics were occasionally placed in other newspapers.

Historic Environment Record

The Historic Environment (Wales) Act of 2016 placed a statutory duty on Welsh Government Ministers to compile and keep up to date a historic environment record for each local authority area. The Ministers have delegated 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. In addition the Trust received additional funding from Cadw to ensure the HER is compliant with the Historic Environment Act.

At the end of 2016 the HER contained 51,816 monument records and 1,927 event records. During the year, many new records were created and site descriptions added or enhanced on existing records. In total 4,716 new records were created and information added to 15,744 existing records. 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.

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.

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 later sites, including sites associated with the woollen industry, twentieth-century military camps and ranges and the physical legacy of the First World War.

Two Cadw grant-aided excavations were undertaken: a third year at St Patrick's early medieval cemetery, Whitesands Bay, St Davids, and a first year at Machynys, Llanelli, the site of a demolished late medieval/post-medieval house. Recording of a scheduled shipwreck at Ynyslas, Ceredigion continued and surveys of two scheduled Iron Age defended sites in north Pembrokeshire, Castell Pen-yr-Allt and Castell Pant-y-Phillip were undertaken. A report for publication on the excavation at Llanllyr nunnery and mansion was produced for publication in *Archaeology in Wales* and the editor of *Internet Archaeology* started formatting the text of *Iron Age Defended Settlements in Wales* in preparation for 'publication'.

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. We 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. Projects included: survey and excavation at the National Botanic Garden of Wales to inform a large restoration project; post-excavation reporting on excavations on a new school site at Llandysul; excavation on the course of Maiden Wells bypass; watching brief and recording at Hafod picturesque landscape; recording during demolition of round-houses at Castell Henllys; and evaluation excavation at Chapel Bay Fort and Crinow Church. Illustrations for Pembrokeshire County History volume one were prepared. An increasing amount of other-funded project work involved engaging with communities and volunteers. These projects included: excavation at Great Nash walled garden for Heritage Llangwm; excavation at the Bishop's Garden, Abergwili as part of the Tywi Gateway project; researching the role of conscientious objectors in



constructing the water works at Llyn-y-Fan Fach; and undertaking the community engagement element of the larger Carmarthen Peat Bogs project. In partnership with Cadw, the other Welsh Archaeological Trusts and RCAHMW, were successful in obtaining funding from the HLF for the 'Unloved Heritage' project; this will start during 2017 and run for three years.

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's historic environment. The Trust contributed to the preparation of this Act by sitting on advisory groups and commenting on several draft secondary legislation documents: it 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 4,530 planning applications, of which 2,250 required detailed appraisal, resulting in further action in 230 cases, including recommendations for desk-top assessments, evaluations, excavations, recording and watching briefs. There were no recommendations for refusal.

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 and



advice on some aspects of the 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**

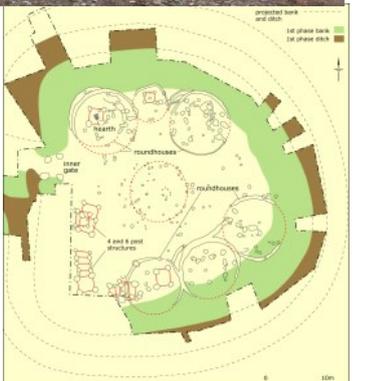
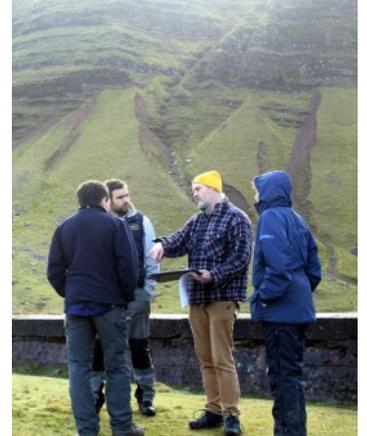
Officers and Registered Office

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 31st March 2017. 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 1st January 2015).

The table below is of Trustees who served during the year, of their attendance at Management Committee Meetings and at the AGM:

	28.04.16	21.07.16	10.11.16	26.01.17	AGM 23.09.16
Prof B C Burnham					
Dr J L Davies					
Mr. C J Delaney					
Mr R Protheroe Jones					
Mr N Wheeler					
Dr R Anthony (resigned 14.11.16)					
Mrs H James					
Ms A Caseldine (elected 23.09.16)					
Mr N Clubb (appointed 27.4.17)					

At the 23rd September 2016 AGM the retiring Trustees B C Burnham, J L Davies and R Protheroe Jones offered themselves for re-election and, under Article 41 of the Trust's Articles, were deemed re-elected. A Caseldine was elected as a Trustee (nominated by B C Burnham and seconded by H James).

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: Professor Dai Morgan Evans and Professor Geoffrey J Wainwright. As a civil servant in the archaeology branch of the Ministry of Public Buildings and Works in Cardiff in the 1970s, Dai Morgan Evans was begetter of the Welsh Archaeological Trusts.

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
- 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 met four times during the year. 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 2015-20 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

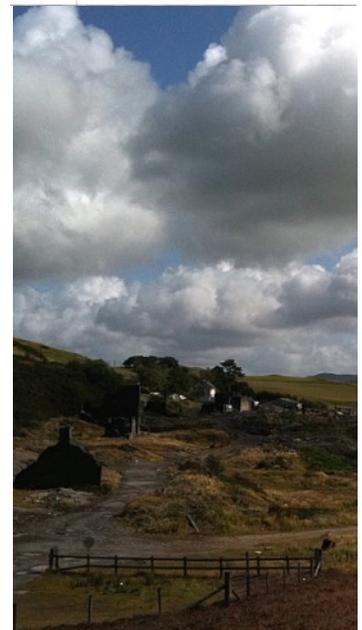
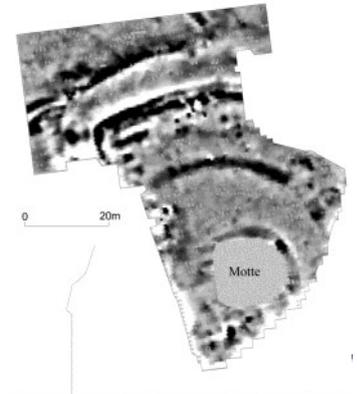
All members of the Trust, including Trustees, voluntarily contribute their unpaid time and expertise to the charitable objects of the Trust. The extent of this contribution is not reflected in the Trust's financial statements but the Trust is heavily dependent upon the services and expertise provided 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. During the course of the year ten new members of the Trust were appointed. 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 6th April 2015, at



that time the liabilities of the pension scheme were greater than its assets, full details can be found in note 21. A ten-year deficit recovery plan agreed with the Pension Regulator is in place to eliminate the deficit. AOPS is closed to new members. In January 2017, the Trust established an auto-enrolment pension scheme through NEST for employees not in AOPS.

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 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 2016-17.

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

Renovation of the old coach house/stables at Corner House began in October 2016. When complete it will provide a meeting room, tool store and document store. During this renovation the Trust continues to lease the Shire Hall, next door to Corner House, and uses it to store documents and other materials.

Staff

The average number of employees during the year was 16 A full list of staff as at 31st March 2017 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 is a Registered Organisation of the Chartered Institute for Archaeologists, 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). Four Trustee meetings were held during the year and on the 26th January 2017 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 55% of the Trust's total incoming resources (2015-16: 57%). We are most grateful for this continued support.

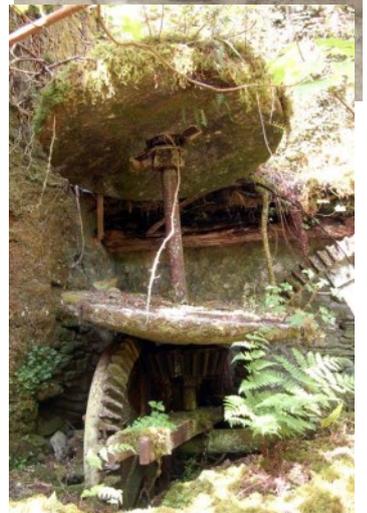
For the year ended 31st March 2017, 7% of the total resources expended went on management and administration of the charity (2015-16: 6%), a small amount on publicity and advertising, and the rest on direct charitable expenditure on the activities described above.

The accounts for the year to 31st March 2017 show a surplus of income over expenditure of £30,248 (2015-16 a surplus of £7,098).

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 £115,730. At the end of the 2016-17 financial year £3,020 was transferred into the reserve fund.

Prospects for 2017-18

The Trust has negotiated a Cadw grant of £285,284 for 2017-18, compared with £281,370 for 2016-17. At the end of the 2016-17 financial year, some £123,523 from other sources had already been secured for 2017-18 (£103,597 for the year 2016-17).

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.

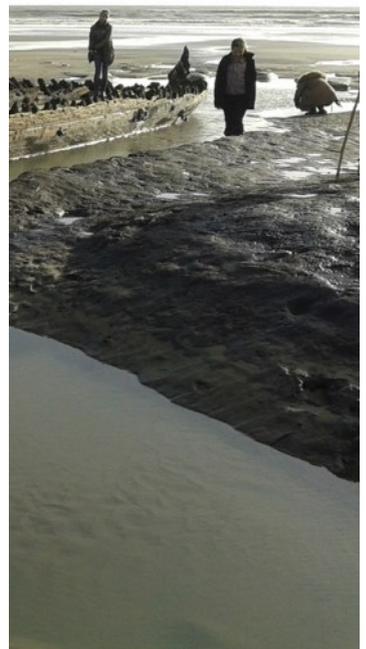
Auditors

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 29th September 2017 and signed on its behalf

by:.....Trustee



APPENDIX A

LIST OF TRUST MEMBERS as at 31st March 2017. Order as per election date.

Dr J L Davies BA FSA	Archaeologist
The Right Reverend John Wyn Evans BA, BD, FSA, FRHistS	Former Bishop of St Davids
Mr C J Delaney BSc	Museum Consultant
Mr N J Wheeler OBE BA Dip TP MRTPI	Formerly Chief Executive, Pembrokeshire Coast National Park
The Very Revd. S Cunnane BA VF	Canon Emeritus of the Diocese of Menevia
Prof M G Bell BSc FSA	Professor in Archaeology, University of Reading
Mr C R Musson MBE B Arch FSA MIFA	Archaeologist/Air Photographer
Mrs H B Burnham MA	Formerly Field Monument Warden, Cadw
Prof B C Burnham MA PhD	Emeritus Professor in Archaeology, University of Wales, Trinity Saint Davids
Mr T Lloyd OBE MA DL FSA	Architectural Historian
Mr N Ainger MP	Formerly MP, Carmarthen West & South Pembrokeshire
Ms L Mees MA	Cadw Inspector of Ancient Monuments for Southeast Wales
Mr D G Benson MA	Formerly Trust Director, Dyfed Archaeological Trust
Mrs H J James BA FSA	Formerly Assistant Trust Director, Dyfed Archaeological Trust
Mr R J Brewer BA FSA	Formerly Keeper of Archaeology & Numismatics, National Museums Wales
Dr T Kirk BA	Research Fellow, University of Chester
Dr E Plunkett-Dillon BA	National Trust, Wales Head of Conservation
Prof H Mytum MA DPhil FSA	Department of Archaeology, Classics and Egyptology, University of Liverpool
Mr M Thomas	County Museums Officer, Pembrokeshire County Council
Mr R G Thomas	President of The National Library of Wales
Ms A Caseldine BSc PGCE	Honorary Research Fellow, University of Wales Trinity St Davids / Formerly Cadw Environmental Archaeologist
Mr P Bennett BA (Hons) MIFA	Former Culture and Heritage Manager, Pembrokeshire Coast National Park Authority
Mr S Thomas	Regional Welsh Assembly Member
Mr M C Norman	Volunteer Project Manager
Mr H Jones-Davies	Publisher and Editor
Dr C S Briggs	Independent Researcher and Lecturer
Mr R Thomas	Historic England, Designation Advisor

APPENDIX A

LIST OF TRUST MEMBERS as at 31st March 2017. Order as per election date.

Mr R Protheroe Jones	Principal Curator - Industry, Amgueddfa Cymru, National Museum Wales
Dr R Anthony	Solicitor MSocSc Industrial Archaeology, PhD Urban History
Mrs A Eastham	Archaeozoologist, Environmental interpretation
Dr P Cloughton	Industrial Archaeologist
Dr E Wilberforce	Conservation Manager, Wildlife Trust
Mrs A Dorsett	Formerly County Museums Manager, Carmarthenshire Museum Service
Mr S Hancock BA (Hons) MA FSA AMA	Curator Haverfordwest Town Museum
Prof N Nayling	Dendrochronologist, Maritime Archaeology
Dr A D Combe	Former GP
Dr A E U David FSA	Formerly English Heritage
Ms MC Houseman	Pembrokeshire Historian
Dr R Turvey BA PhD PGCE FSA FRHists FCIEA	Historian
Mrs H Wlliams	Heritage Consultant
Ms C Canham	Curator, Ceredigion Museum
Mr S T Cliff	Field Monument Warden, Cadw
Ms C Gerrard	Archaeologist, National Trust
Ms E Walker	Principal Curator, National Museum Wales
Mr N D Clubb	Member, HLF Committee for Wales, Former Director of the National Monuments Record for England
Dr S Rees	Archaeologist
Ms J Trier	Local Historian
Mr P Wakelin	Ex-secretary of RCAHMW
Mrs J Walter	Retired
Mr R Walter	Retired
Mr E Bowen	Formerly Chief Planning Officer, Carmarthenshire County Council
Ms R Carmichael	Bio-diversity Officer, Carmarthenshire County Council
Ms R Comeau	Archaeologist
Mr G Lloyd	Retired
Mr R Pickford	Chair of Wildlife Trust
Ms V Roberts	Retired

APPENDIX B

List of Trust Staff as at 31st March 2017

Central Services

Trust Director	K Murphy BA MCIfA
Office Manager	J Holland BA
Administrative Assistant	E Jones, MSc

Field Services

Head of Field Services	J Meek BA (Hons) MCIfA
Project Manager	F Murphy BSc
Archaeologist	H Wilson
Archaeologist	M Bell BSc
Archaeologist	A Day PGDip ACIfA

Heritage Management

Project Manager (Heritage Management)	A Pyper BA (Hons), MA
Historic Environment Record Manager	M Shiner BA (Hons), MA
Planning Archaeologist	Z Bevans-Rice BA, MA
Heritage Management Archaeologist (Glastir)	H Pritchard MA MCIfA
Planning Archaeologist	M Ings BA (Hons) MCIfA
Community Archaeologist	S Rees BA, PGCE
HM Archaeologist	F Sage BA

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