

Dyfed Archaeological Trust

TRUSTEES' REPORT

FOR THE YEAR ENDED

31st MARCH 2019



DYFED ARCHAEOLOGICAL TRUST



TRUSTEES' REPORT

FOR THE YEAR ENDED

31st MARCH 2019



Ymddiriedolaeth Archaeolegol Dyfed Cyf
Corner House, Stryd Caerfyrddin, Llandeilo, Sir
Gaerfyrddin SA19 6AE
Ffon: Ymholiadau Cyffredinol 01558 823121
Epost: info@dyfedarchaeology.org.uk
Gwefan: www.archaeolegdyfed.org.uk

Dyfed Archaeological Trust Limited
Corner House, 6 Carmarthen Street, Llandeilo,
Carmarthenshire SA19 6AE
Tel: General Enquiries 01558 823121
Email: info@dyfedarchaeology.org.uk
Website: www.dyfedarchaeology.org.uk

Cwmni cyfyngedig (1198990) ynghyd ag elusen gofrestredig (504616) yw'r Ymddiriedolaeth. The Trust is both a Limited Company (No. 1198990) and a Registered Charity (No. 504616)

CADEIRYDD CHAIRMAN: J PROTHEROE-JONES. CYFARWYDDWR DIRECTOR: K MURPHY BA MCIFA

CONTENTS

Objective of the Trust	4
Mission statement	4
Promoting the historic environment	4
Understanding the historic environment	4
Conserving the historic environment	4
Public Benefit	4
Structure, governance and management	6
Financial review	12
Statement as to disclosure of information to Auditors	14
Case Studies of some 2018-19 projects	16
Pembroke Castle	16
The First World War in south-west Wales: recording the remains of war	18
Lost to the sea: excavation of St Ishmael deserted medieval village	20
South-west Wales in the Second World War	22
The first chariot burial discovered in southern Britain	24
Round and round; excavation of a reconstructed Iron Age house	26
Headline Figures	28
Appendix A List of Trust Members at 31st March 2019	29
Appendix B List of Trust Staff as at 31st March 2019	30

TRUSTEES' REPORT FOR THE YEAR ENDED

31st MARCH 2019

The Trustees present their annual report and accounts for the year ended 31st March 2019.

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.

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.

Conserving the historic environment

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.**

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 2019. 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:

	19.07.19	01.10.2019	18.10.2018	07.02.2019	AGM 27.09.2019
Prof B C Burnham				(Resigned 15.01.19)	
Dr J L Davies					
Mr. C J Delaney					
Ms J Protheroe-Jones					
Mr N Wheeler					
Mrs H James					
Ms A Caseldine					
Mr N Clubb					



At the 27th September 2018 AGM the retiring Trustees, B C Burnham, A Caseldine and J L Davies, offered themselves for re-election and, under Article 41 of the Trust's Articles, were deemed re-elected.

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.

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 eight 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 2018, at that time the liabilities of the pension scheme were greater than its assets, full details can be found in note 21. A deficit recovery plan agreed with the Pension Regulator is in place to eliminate the deficit. AOPS closed to future accruals on 31st July 2018. 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 2018-19.

Health and Safety

The Trust has a Health and Safety Policy and supporting documentation. Health and Safety is a standing item on the agenda of Management Committee meetings.



Trust Premises

Mentor Bro Dinefwr and Llandeilo Fawr Town Council have obtained a substantial grant to renovate the **Shire Hall which adjoins the Trust's premises. As elements of this renovation will require access to the yard at Corner House the final stage of Corner House renovation – paving the yard – will be delayed until work on the Shire Hall has been completed.**

Staff

The average number of employees during the year was 16 A list of staff as at 31st March 2019 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 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 7th January 2019 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 56% of the Trust's total incoming resources (2017-18: 51%)**. We are most grateful for this continued support.

For the year ended 31st March 2019, 6 % of the total resources expended went on management and administration of the charity (2017-18: 8%), a small amount on publicity and advertising, and the rest on direct charitable expenditure on the activities described above.

During the year ending 31st March 2019 the Trust made a trading surplus of £11,500. However, the results of any change to the liabilities of the Archaeological Organisations Pension Scheme have to be taken into consideration in the Statement of Financial Activities (Note 21 in the Financial Statements). Thus, when the increase in liabilities between the triennial actuarial valuation of 6th April 2018 and the previous one is taken into account the Trust made a deficit of £12,493. In 2017-18 the Trust made a surplus of £237.

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.

Prospects for 2019-20

The Trust has negotiated a Cadw grant of £291,677 for 2019-20, compared with £289,824 for 2018-19. At the end of the 2018-19 financial year, some £115,093 from other sources had already been secured for 2019-20 (£133,701 for the year 2018-19).

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 19th September 2019 and signed on its behalf

.....Trustee



Case Studies of some 2018-19 projects

Pembroke Castle

The Castle Studies Trust and the Pembroke Castle Trust funded our small-scale excavation in the outer Ward of Pembroke Castle, targeting a possible late medieval building that had been uncovered in the 1930s but not recorded. The outline of the building regularly appears as a parch-mark in grass. The floor-plan visible in the parch-mark suggests a detached, double-winged hall-house of the late medieval period.

We were able to confirm that the buried remains are of a high-status building, with a curving staircase, two sets of spiral stairs, at least one internal cesspit and a roof capped with green-glazed ridge tiles. Although we were not able to confirm the date of the building, artefacts recovered indicate a possible late medieval date. It is known that Jasper Tudor was granted the Castle in 1452 and following the death of his brother in 1456 his sister-in-law, Margaret Beaufort, came into his care. On 28th January 1457 Margaret gave birth to a son, Henry. Jasper may have constructed the building excavated in 2018, but another contender is Humphrey Plantagenet, who held the Castle from 1413-1447. Either way, it seems highly likely that the building is the place where Margaret gave birth to the future Henry VII.





The First World War in south-west Wales: recording the remains of war

The years 2014-18 marked the centenary of the First World War, a conflict that still scars the collective memory of European nations. The four Welsh archaeological trusts engaged with volunteers to investigate the remains of the War on the Welsh landscape. South-west Wales may seem remote from war zone, but even here the conflict left its mark on the historic environment.

The Trust rapidly investigated the potential for survival of World War One remains in the three counties of south-west Wales in 2013. This was followed in 2014 by the militarised landscape thematic study, focused on the Milford Haven Waterway. Trust staff and volunteers identified 247 previously unrecorded sites, and enhanced the existing records of the 24 sites in the Historic Environment Record.

In 2015, the Trust tackled the theme: research, development and manufacturing. With additional grant-aid from the Heritage Lottery Fund, the Trust and volunteers concentrated efforts on investigating the munitions factory at Pembrey in Carmarthenshire, creating 74 new Historic Environment Records and enhancing 27 existing records. Volunteers surveyed several sites in detail. The Trust produced a leaflet and exhibition on the munitions factory.

The theme for 2016-17 was infrastructure and support. During the course of the year we created 40 new records and enhanced 41 existing records. Operations was the principal theme of 2017-18. During the course of the year 5 new records were created and 140 existing records enhanced.

During 2017-18 the focus was on what survives of the blockhouses, camps, wire entanglements, trenches, redoubts and buildings around Milford Haven Waterway shown on a 1916 War Office map. The picture is however complicated by military preparations preceding 1914-18, the subsequent fortification of the Haven during the Second World War and loss due to modern development. Some notable features do survive, include two temporary buildings and fencing around Bangeston Camp, and the defended **loopholed wall at St Ann's head; these are being put forward for statutory protection.**

During 2018-19 the theme was commemoration. We added 128 records of war memorials, memorial halls and gardens to the HER and enhanced 49 existing records. Many of the more elaborate memorials had previously been designated listed buildings; we made recommendations that a further 83 memorials should be listed of which more than a quarter are memorial halls.





Lost to the sea: excavation of St Ishmael deserted medieval village

Since our excavations at the St Ishmael deserted village in 2010 and 2011 continuing erosion has revealed and destroyed more of the buildings then investigated and uncovered four previously unknown structures. In the autumn of 2017 we investigated these four structures with the support of a team of volunteers. We undertook further excavation in 2018, concentrating on Buildings 7 and 8, revealing the full extent of these structures.

We identified an earlier stone wall underlying Building 7, indicating a depth of stratigraphy not previously recorded. Similarly, a pit beneath Building 8 suggested a greater time depth to the site than was evident in previous excavations.

All of the buildings so far recorded at the site are of very similar construction and are presumably roughly contemporary, dating to the 13th and 14th centuries. The settlement stretches for almost 300m along the base of the sand dunes north to south, but the extent of the settlement to the east is not known.





South-west Wales in the Second World War

The Trust is examining the impact of the Second World War on the landscape of south-west Wales. In previous years the Trust has investigated airfields and their dispersed sites and crashed military aircraft sites. In 2014, the Trust turned its attention to camps and ranges with a desk-based study of sites in Carmarthenshire; in 2015 we examined sites in Ceredigion; during 2016, north Pembrokeshire, and in 2017 sites in south Pembrokeshire were examined.

The large number and wide range of military installations reflects the strategic and operational importance of south-west Wales in the lead up to, during and in the aftermath of the Second World War. Camps and ranges are the least studied and understood of these installations, which include training facilities, hospitals, prisoner of war camps, temporary camps for American troops prior to D-day, and **Women's Land Army camps**.

In 2014, for Carmarthenshire, the Trust added 38 sites not previously recognised to the Historic Environment Record and enhanced the information on the eleven previous known sites. Only five sites had been recorded in Ceredigion, to these the Trust identified and created records for 41 additional sites. In north Pembrokeshire we created 33 new records and enhanced 43 existing records, and in south Pembrokeshire the numbers were 88 and 138 respectively.

In 2018-19 the records on 20 camps and ranges have been updated based on fieldwork, although unfortunately site access to the Experimental Establishment at Pendine was not gained during the project year. However, it is hoped that this can be addressed in the future. Based on fieldwork a number of scheduling recommendations are being put forward for the unique structures and defences on the Pembrey Bombing range.

The information recorded contributes to our understanding of the impact of the Second World War through its archaeology and surviving structures. Planners and historic environment managers now have a firm factual foundation on which to base their decisions.

Reports on the project and other information are available on the Trust's website.





The first chariot burial discovered in southern Britain

Following reports of a metal detectorist's find of late Iron Age horse fittings at Llanstadwell, Pembrokeshire in 2018 National Museum Wales and the Trust carried out geophysical survey and small-scale excavation. The survey revealed that the finds came from the central feature of a ring-ditch, which lay within a rectangular enclosure. The excavation revealed that the site is a chariot burial dating to the mid-late first century AD. The location of the burial is of interest as it lies immediately outside the entrance of a previously unrecorded multivallate promontory fort.

In March 2019, the Trust and the Museum fully excavated the chariot burial. The iron tyres of the chariot had been squashed into two deep pits, with the two ornate wheel-hubs placed in the pits. Other artefacts had been placed in the wheel pits, and a sword in a scabbard placed between them. We fully excavated an area around the chariot burial including the ring-ditch and two possible graves – the acid soils meant that no bone survived.

We extended the geophysical survey, revealing a cemetery of c.12 ring-ditches to the west of the chariot burial and surveyed the promontory fort. Post-excavation work will take place in 2019-20.





Round and round; excavation of a reconstructed Iron Age house

In 1985, Harold Mytum excavated an Iron Age roundhouse at Castell Henllys and in 1988 reconstructed it with volunteers. In 2018, Pembrokeshire Coast National Park Authority, site owners, decided that the house should be demolished and rebuilt as it was no longer sufficiently structurally sound to allow visitors inside. They commissioned the Trust in partnership with Harold Mytum to excavate the 1988 house. This provided a valuable insight into how not only modern people used and moved about a roundhouse, but how people in the past would have done so. Artefacts recovered reflect modern usage but follow a pattern predicted for a lived-in house. Useful information was also gained on structural integrity, decay and repair.



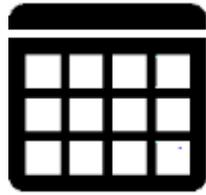


Headline Figures



160

people actively contributed to our activities



95,224

historic environment records available to the public



5707

hours volunteered to our activities



40

Number of walks, talks, events and exhibitions provided by the Trust



2398

hours contributed to our structured learning activities



1864

people who have been actively engaged in our activities



2,500,000

visits to our website



4228

planning applications processed and assessed



5732

new historic environment records created



194

archaeological conditions on development projects



45

Archaeological grey literature reports produced



90

archaeological projects undertaken

Appendix A List of Trust Members at 31st March 2019

Dr J L Davies FSA
The Right Reverend John Wyn Evans BA BD FSA
FRHistS
Mr C J Delaney BSc
Mr N J Wheeler OBE BA Dip TP MRTPI
The Very Revd. A Cunnane BA VF
Prof M G Bell BSc FSA
Mr C R Musson MBE B Arch FSA MIFA
Mrs H B Burnham MA
Prof B C Burnham MA PhD
Mr T Lloyd OBE MA DL FSA
Mr N Ainger MP
Ms L Mees MA
Mr D G Benson MA
Mrs H James BA FSA
Mr R J Brewer BA FSA
Dr T Kirk BA
Dr E Plunket- Dillon BA
Prof H Mytum MA DPhil FSA
Mr M Thomas
Ms A Caseldine BSc PGCE
Mr S Thomas
Mr M C Norman
Dr C S Briggs
Mr R Thomas
Ms J Protheroe-Jones
Dr R Anthony
Mrs A Eastham
Dr P Cloughton
Dr E Wilberforce
Mrs A Dorsett
Mr S Hancock BA (Hons) MA FSA AMA
Prof N Nayling
Dr A D Coombe
Dr A E U David FSA
Ms M C Houseman
Dr R Turvey BA PhD PGCE FSA FRHists FCIEA
Ms C Canham
Mr S T Cliff
Ms C Gerrard
Ms E Walker
Mr N D Clubb
Dr S Rees
Ms J Trier

Mr P Wakelin
Mrs J Walter
Mr R Walter
Mr E Bowen
Ms R Carmichael
Ms R Comeau
Mr G Lloyd
Mr R Pickford
Ms V Roberts
Ms L Austin
Ms J Wainwright
Dr T Driver
Ms D Gibby
Mr A Gwilt
Ms M Mason
Mr H Pritchard
Mr P Rowland
Ms A Thorne

Appendix B List of Trust Staff as at 31st March 2019

Central Services

Chief Executive	K Murphy BA MCIfA
Office Manager	J Holland BA
Administrative Assistant	E Jones MSc

DAT Archaeological Services

Head of Archaeological Services	J Meek BA (Hons) MCIfA
Project Manager	F Murphy BSc
Archaeologist	H Wilson
Archaeologist	C Enright MSc PCIfA
Archaeologist	A Day PGCE PG Dip ACIfA

Heritage Management

Project Manager	A Pyper BA (Hons) MA
Historic Environment Record Officer	F Sage BA
Planning Archaeologist	Z Bevans Rice BA MA
Senior Planning Archaeologist	M Ings BA (Hons) MCIfA
Community Archaeologist Smith BA (Hons) MSc	S Rees BA PGCEHM Assistant

J



Dyfed Archaeological Trust

The Corner House,
6 Carmarthen Street,
Llandeilo

Carmarthenshire,
SA19 6AE

01558 823121

info@dyfedarchaeology.org.uk

[Www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)