

**Dyfed Archaeological
Trust**
TRUSTEES' REPORT
FOR THE YEAR ENDED
31st MARCH 2020



DYFED ARCHAEOLOGICAL TRUST



TRUSTEES' REPORT FOR THE YEAR ENDED 31st MARCH 2020



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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

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Headline Figures



165

people actively contributed to our activities



101,214

historic environment records available to the public



8136

hours volunteered to our activities



51

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



2000

hours contributed to our structured learning activities



7140

people who have been actively engaged in our activities



2,500,000

visits to our website



4250

planning applications processed and assessed



2851

new historic environment records created



176

archaeological conditions on development projects



47

Archaeological grey literature reports produced



86

archaeological projects undertaken

TRUSTEES' REPORT FOR THE YEAR ENDED

31st MARCH 2020

The Trustees present their annual report and accounts for the year ended 31st March 2020

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 2020. 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:

	25.04.19	25.07.19	17.10.19	23.01.20	AGM 19.09.19
Astrid Caseldine BSc PGCE					
Nigel Clubb MA MCIfA FSA					
Jeffrey L Davies BA PhD					
Chris Delaney BSc FMA					
Heather James BA FSA					
Hywel R R John MA FCA (appointed 25.07.19)					
Emma Plunkett Dillon BA PhD (appointed 01.04.20)					
Jennifer Protheroe-Jones BSc (Chair)					
Judith Wainwright MA MSc FIC FRSA (appointed 15.05.19)					
Nic Wheeler OBE BA DipTD MRTPI(Ret'd)					

At the 19th September 2019 AGM the retiring Trustees, C J Delaney, J Protheroe-Jones and N Wheeler, offered themselves for re-election and, under Article 41 of the Trust's Articles, were deemed re-elected. H R R John and J Wainwright were elected as Trustees.

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.

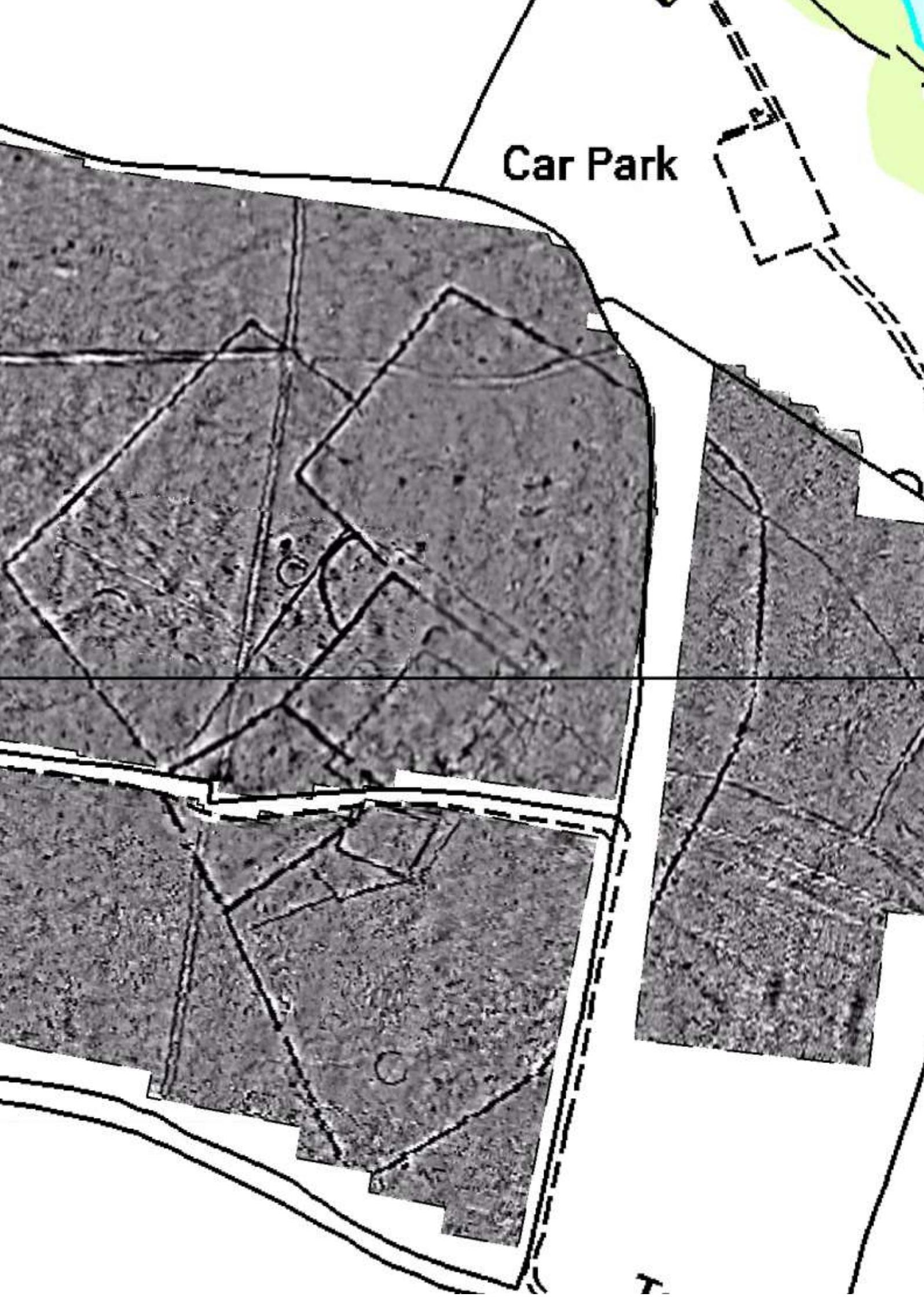
Management Committee Meetings

The Management Committee comprises the Board of Trustees and four senior staff members: Chief Executive Officer, Head of DAT Archaeological Services, 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.

Car Park



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 12 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. 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.

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 2019-20.

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.

Staff

The average number of employees during the year was 15 A list of staff as at 31st March 2020 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). Four Trustee meetings were held during the year and on the 23rd January 2020 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 46% of the Trust's total incoming resources (2018-19: 56%). We are most grateful for this continued support.

For the year ended 31st March 2020, 5% of the total resources expended went on management and administration of the charity (2018-19: 6%), 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 2020 the Trust made a trading surplus of £59,420. 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 surplus of £39,347.

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 £119,760.

Prospects for 2020-21

The Trust has negotiated a Cadw grant of £303,313 for 2020-21, compared with £291,677 for 2019-20. At the end of the 2019-20 financial year, some £106,456 from other sources had already been secured for 2020-21 (£115,093 for the year 2019-20).

Covid-19

Due to the Coronavirus pandemic and the Government's lockdown commercial work declined sharply towards the end of March 2020. Two members of the Trust's field team and the office cleaners were put on the Government's job retention scheme (furlough) at the end of March and in April three more members of the team were furloughed. All other members of staff were set up to work from home. In late May commercial work picked up and all the field team were taken off furlough. Due to an increasing amount of commercial work it was necessary to take on three temporary members of the field in early August. At the time of writing, mid-August, the pandemic has had limited impact on the Trust's work.

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 23rd September 2020 and signed on its behalf

.....Trustee



Case Studies of some 2019-20 projects

Searching for chariots

In 2019, the Trust in partnership with the National Museum Wales investigated the first Iron Age chariot burial in Wales. The burial lay outside an Iron Age fort. The Trust's geophysical survey, as part of the investigation, showed that the chariot sat within a landscape of burials and enclosures extending several hundred metres from the fort. The Trust realised that this discovery had serious management implications for the landscapes around all Iron Age forts. We therefore successfully applied to Cadw for grant-aid to survey external areas of seven forts in the region.

Each survey produced positive results. The example shown here is Tancredston defended enclosure in north Pembrokeshire. Unlike the other six surveys the interior of the fort was surveyed, not just the exterior. This is not a scheduled monument and indeed the only surface evidence for this site is a length of curving, low defensive bank. A pipeline running straight across the site is the most obvious feature on the geophysical survey. The defensive ditch and bank, enclosing the settlement, is clearly visible with one, and perhaps two, entrances on the south side. Roundhouses and enclosures are visible in the interior and outside the entrance. A ring-ditch in the southeast is almost certainly a round barrow – part of the mound probably survives and the central grave is clearly visible.



First World War practice trenches at Penally

During the First World War the military constructed large numbers of temporary camps and expanded existing camps to provide newly enlisted and conscripted soldiers with training before being sent overseas.

Penally in Pembrokeshire was originally a musketry camp erected in 1860 to provide training for troops following the Crimean War. Accommodation was initially under canvas, but during the First World War huts were provided as the demand for year-round training increased. Soldiers were trained in digging trenches and other aspects of warfare before being sent to the front. Remains of these trenches are some of the best preserved in Britain and are designated a scheduled monument.

In spring 2019 the Trust ran a community archaeology project investigating the Penally trenches outside the scheduled area. A geophysical survey was followed by excavation. This showed that the trenches were cut into bedrock and were revetted by corrugated metal sheeting. A machine-gun pit with collapsed sheet metal roofing was revealed.

The Defence Infrastructure Organisation, National Lottery Heritage Fund and Cadw funded the project.



Photo: Tim Fletcher (Geoscope).

Porth y Rhaw promontory fort

Porth y Rhaw, a multivallate coastal promontory fort dating to the first millennium BC/first-fourth centuries AD, lying close to Solva, Pembrokeshire, is suffering from severe coastal erosion. The Trust excavated part of its interior in the 1990s and in 2019 returned to the site to excavate the entrance to the fort. The entrance passageway had been revetted with stone walls constructed from massive boulders. Two phases of wall construction were identified. A stone wall just inside the entrance formed part of a roundhouse or guard chamber. Finds from rubble in the entrance and over the roundhouse/guard chamber included Roman pottery, broken quern stones and iron slag. A small assemblage of Mesolithic flints was found in a buried soil beneath a defensive bank. It is planned to return to the site in 2020 to complete the excavation of the roundhouse/guard chamber. It was a community excavation grant-aided by Cadw.



A prehistoric and Romano-British settlement at Whitland

In the 1980s, Terry James of the Trust took an aerial photograph of a rectangular crop-mark enclosure on the edge of Whitland, Carmarthenshire. Nothing further happened until 2007 when the Trust evaluated the site in advance of planned housing development, but it was not until late in 2019 when plans were more advanced that full excavation took place.

The Trust stripped topsoil from the site revealing an enclosure 60m by 45m defined by a 2m wide and 1.5m deep ditch. A possible roundhouse and a four-post structure within the enclosure are typical evidences of late Iron Age timber buildings. However, postholes and beam slots defining rectangular structures are more likely to be the remains of Romano-British buildings. The best preserved of these structures had a 'veranda' on one side reminiscent of a small corridor villa. As is common with this type of site, finds were rare; a few sherds of abraded Roman pottery in the upper fills of the enclosure ditch were the only diagnostic artefacts. Radiocarbon dates, which will be obtained in the near future, will assist in determining the chronology of the site. The developers, Spirehouse Developments, funded the excavation.



Appendix A List of Trust Members at 31st March 2020

In order of appointment

Dr J L Davies BA PhD
The Right Reverend John Wyn Evans BA BD FSA
FRHistS
Mr C J Delaney BSc FMA
Mr N J Wheeler OBE BA DipTP MRTPI (Ret'd)
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
Mr D G Benson MA
Mrs H James BA FSA
Mr R J Brewer BA FSA
Dr T Kirk BA
Ms E Plunket Dillon BA PhD FSA
Prof H Mytum MA DPhil FSA
Mr M Thomas
Ms A Caseldine BSc PGCE
Mr M C Norman MBE
Dr C S Briggs FSA FGS MCIfA
Mr R J C Thomas
Ms J Protheroe-Jones BSc
Dr R Anthony
Mrs A Eastham
Dr P Claughton
Dr E Wilberforce
Mrs A Dorsett BA AMA
Dr S Hancock FSA FRHistS FRSA AMA JP
Prof N Nayling
Dr A D Coombe
Dr A E U David FSA
Ms M C Houseman MA
Dr R Turvey BA PhD PGCE FSA FRHists FCIEA
Ms C Canham
Mr S T Cliff
Ms C Gerrard
Dr Elizabeth A. Walker Dip LCM BA; MPhil PhD
FSA AMA
Mr N D Clubb MA MCIfA FSA
Dr S Rees CBE FSA
Ms J Trier
Dr P Wakelin BA MSocSc PhD FSA

Mrs J Walter
Mr R Walter
Mr E Bowen
Ms R Carmichael
Dr R Comeau
Mr G Lloyd
Mr R Pickford
Ms V S H Roberts BA
Ms L Austin
Ms J Wainwright MA MSc FIMC FRSA
Mr H R R John MA FCA
Dr T Driver FSA
Ms D Gibby
Mr A Gwilt
Ms M Mason BA MA AMA
Mr H Pritchard
Mr P Rowland FRGS
Ms A Thorne MA MCIFA
Mr N Ludlow FSA
Mrs G Hayward MA
Dr P Webster
Mr R Hopkins
Mr D J Rees BA MEd PGCE FSA
Mr M Parry
Mr T Ll. Jones
Mr T Painter
Mr B Lake MP
Ms J Wilks
Ms M Shiner
Mr H Boggis-Rolfe
Mr R Keen MA
Dr K Hemer

Appendix B List of Trust Staff as at 31st March 2020

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	F Murphy BSc
Project Manager	P Poucher BA (Hons) MCIfA
Archaeologist	H Wilson
Archaeologist	C Enright MSc PCIfA
Archaeologist	A Shobbrook BA ACIfA
Archaeologist	L Jenkins BSc MPhil

Heritage Management

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



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