

Dyfed Archaeological Trust TRUSTEES' REPORT FOR THE YEAR ENDED 31st MARCH 2022



DYFED ARCHAEOLOGICAL TRUST



TRUSTEES' REPORT FOR THE YEAR ENDED 31st MARCH 2022



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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/CHAIR JUDITH WAINWRIGHT MA MSC FIC FRSA

CYFARWYDDWR DIRECTOR: K MURPHY BA MCIFA

CONTENTS

Headline Figures	4
Objective of the Trust	5
Mission statement	5
Promoting the historic environment	5
Understanding the historic environment	5
Conserving the historic environment	5
Public Benefit	5
Structure, governance and management	5
Financial review	13
Covid-19	13
Potential merger of the four Welsh archaeological trusts	15
Statement as to disclosure of information to Auditors	15

Appendix A List of Trust Members at 31st March 2022

Appendix B List of Trust Staff as at 31st March 2022

Headline Figures



170

people actively contributed to our activities



107,785

historic environment records available to the public



1103

days volunteered to our activities



14

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



3364

followers on our Facebook page



19,925

people who have been actively engaged in our activities



2,000,000

visits to our website



4391

planning applications processed and assessed



2183

new historic environment records created



186

archaeological conditions on development projects



3010

followers on Twitter



113

archaeological projects undertaken

TRUSTEES' REPORT FOR THE YEAR ENDED

31st MARCH 2022

The Trustees present their annual report and accounts for the year ended 31st March 2022

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 2011 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 2022. 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:

	09.04.21	26.04.21	04.08.21	27.10.21	26.01.22	17.03.2022	AGM 13.12.21
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							
Emma Plunkett Dillon BA PhD							
Judith Wainwright MA MSc FIC FRSA							
Nic Wheeler OBE BA (resigned 28.09.2021)							

At the 13th December 2021 AGM the retiring Trustees, J Wainwright, J Davies and C Delaney 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: Chief Executive Officer, Head of DAT Archaeological Services, Office Manager and one of three senior Heritage Management staff in rotation. The Committee met six 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 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. During 2021-22, the management committee was kept fully informed of the impact Covid-19 was having on the Trust, and the measures being taken to mitigate the impact.

An Archaeological Organisations Pension Scheme (AOPS) sub-group of the management committee was



established during the year to report to the Management Committee on AOPS issues. It met three times.

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 been established to identify potential new members and to make recommendations relating to membership to the Trustees. The Search Committee did not meet in the 2021–22 year. 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 2021. At that time the liabilities of the pension scheme were greater than its assets, full details can be found in note 22 and more information in the Financial Review below. A deficit recovery plan agreed with the Pension Regulator is in place to eliminate the deficit.

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 2021-22.

Health and Safety

The Trust has a Health and Safety Policy and supporting documentation. On 21st February 2022, South Wales Safety Consultancy carried out an health and safety compliance visit. Their report noted one issue that needed improvement: implement a physical restraint to steps down into the cellar—this restraint has been commissioned and will be installed in the near future. Health and Safety is a standing item on the agenda of Management Committee meetings.

Staff

The average number of employees during the year was 21 A list of staff as at 31st March 2022 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). Six Trustee meetings were held during the year and on the 26th January 2022 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 35% of the Trust's total incoming resources (2020-21: 42%). We are most grateful for this continued support.

For the year ended 31st March 2022, 4% of the total resources were expended on governance of the charity (2020-21: 6%), a small amount on publicity and advertising, and the rest on direct charitable expenditure on the activities described above.

During the year the Trust made a surplus of £233,758 prior to any adjustments for the defined benefit pension scheme. Following the pension adjustments, which are explained further in note 22, the Trust generated net income of £214,018.

As at 31 March 2022, the Trust has a surplus on unrestricted funds of £150,303 (2020-21 deficit £405,909).

As at 31 March 2022, there is a deficit of £658,000 on the defined benefit pension scheme. A recovery plan has been agreed with the Regulator, setting the level of recovery payments and the term over which the deficit will be paid. There is therefore no reason to believe that the Trust cannot continue to pay its debts as they fall due and to continue to operate as a going concern.

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.

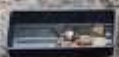
The reserve fund was established in 2000-01 with an initial sum of £15,000. The Trustees have decided to transfer 10% of any operating surplus, or £5,000, whichever was the lower, into the reserve fund on an annual basis. The reserve currently stands at £129,760.

Prospects for 2022-23

The Trust has negotiated a Cadw grant of £318,500 for 2022-23, compared with £301,881 for 2021-22. At the end of the 2021-22 financial year, some £356,000 from other sources had already been secured for 2022-23 (£169,342 for the year 2021-22).

Covid-19

Most Trust staff members continued to work at home throughout the year, if not engaged in fieldwork. By far the biggest impact of Covid-19 has been on the Trust's community engagement and participation work, although we ran four very successful community excavations. Other normal engagement activities



— talks, walks, day schools, exhibitions — were scaled back or cancelled and resources diverted to digital engagement, including redesigning the Trust’s website.

Potential merger of the four Welsh archaeological trusts

During the year the four Welsh archaeological trusts initiated discussions on a potential merger. The trusts were fortunate to obtain pro bono advice from the Worshipful Company of Management Consultations. Cadw provided funding for the trusts to obtain legal advice and to carry out a due diligence exercise. Advice obtained to date indicates there is no legal impediment to merger. It is anticipated that due diligence will be completed in the first quarter or early in the second quarter of 2022-23. A decision whether to merge or not will be made later in the financial year.

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 15th September 2022 and signed on its behalf

.....Trustee



Appendix A List of Trust Members at 31st March 2022

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 2022

Central Services

Chief Executive	K Murphy BA MCIfA
Office Manager	J Holland BA
Administrative Assistant	R Hopkins BSc

DAT Archaeological Services

Head of Archaeological Services	F Murphy BSc MCIfA
Project Manager	P Poucher BA MCIfA
Archaeologist	H Wilson
Archaeologist	C Enright MSc
Archaeologist	A Shobbrook BA ACIfA
Archaeologist	L Jenkins BSc MPhil MCIfA

Heritage Management

Project Manager	A Pyper BA MA
Historic Environment Record Officer	F Sage BA
Archaeological Planning Manager	M Ings BA MCIfA
Archaeological Planning Officer	Z Bevans-Rice BA MA
HM Archaeologist	J Smith BA MSc
HM Archaeologist	E Jones MSc
HM Archaeologist	E Lloyd BA
HM Archaeologist	J Domiczew BA MPhil

Temporary field staff are not included in the list.



Dyfed Archaeological Trust

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