

# 50th Annual General Meeting of the London Archaeologist Association

## Minutes

The meeting was held at the Institute of Archaeology on Thursday 16 May 2019 at 7.00 pm

Four officers of the Committee and approximately 45 members and 35 non-members were present.

### 1. Apologies for absence

Peter Rowsome, Jenny Hall and Alison Telfer had apologised for their absence.

### 2. Chairman's Introduction

The Chairman, Les Capon, noted that the well-attended 50th-Anniversary Conference of 6 October 2018 had been a great success, attended by almost 250 people, and thanked the contributors to the five specialist period issues which were published as part of the 50th Anniversary celebrations. There was to be a major change in the make-up of the Publications Committee when Becky Wallower, the Secretary, left after 14 years of hard work for which she has our grateful thanks. *London Archaeologist* has embraced new technology and ways of accessing the *London Archaeologist* archives, building on the new website launched last year.

The Chairman also noted that in the last year, the Publications Committee had worked well together to maintain the high quality and standards that members have come to expect to produce an excellent publication, and to continue to promote the archaeology of London. He thanked the dedicated people who volunteer to run the magazine, and who do a remarkable job, while balancing this with their working lives and roles in other organisations, to ensure the smooth running of the magazine. He particularly thanked the Membership Secretary, the Joint Editors, Treasurer and the outgoing Secretary, Becky Wallower, who has, for several years now, multi-tasked to cover unfilled positions on the Publications Committee. Finally, he thanked the membership for their continued support in the dissemination of information on London's heritage.

### 3. Minutes of the last Annual General Meeting, held on 17 May 2018 at 7.00 pm

The minutes were proposed by Les Capon, seconded by Diana Briscoe and agreed *nem con* as a true record. There were no matters arising.

### 4. Editors' Report

On behalf of the Joint Editors, Diana Briscoe reported that seven features and 16 research articles had been published, but there are only a few research articles in the pipeline and more submissions would be welcome. The printers, Charlesworth, have been helpful with any last-minute issues, and the Editors had been given unfailing support by the Publication Committee. She thanked Becky Wallower for her work on features, as well as Richard Gilpin and Lucy Whittingham for proof-reading; Frances Grew and Bruce Watson for the 2017 Fieldwork Round-up and Bibliography; and Tracy Wellman for design support.

### 5. Treasurer's Report: to receive the Accounts for 2018

The financial statements for the financial year ended 30 November 2018 were presented by the Treasurer, Alastair Ainsworth. He noted that the Association was generally in good order financially, although extra costs had been incurred due to the conference. As usual, income had been primarily from subscriptions and Gift Aid, and costs were mainly for printing and postage.

### 6. Annual Report: to receive the Annual Report for 2018

The outgoing Secretary, Becky Wallower, had distributed the Annual Report for information. Both this Report and the Accounts for 2018 had been agreed by the Committee.

It was proposed by Richard Gilpin and seconded by Paul Higgins that they be accepted. This was agreed *nem con*.

### 7. Marketing Manager's Report

Becky Wallower reported that she had continued to carry out basic marketing activities in the absence of a marketing manager, with assistance from other Publications Committee members. Activity focussed on continuing initiatives to mark the 50th Anniversary with complimentary publications, tours, tickets and

merchandise. The major activity had been the conference held on the 6th October 2018 at Kings College's, Waterloo Campus where 19 speakers and panellists covered developments in archaeology since 1968. Commemorative merchandise had been on sale and a big party held to celebrate the 5 decades of the magazine. *London Archaeologist* continued to be represented on the CBA regional group by herself, and on COLAT, which provides vital funding for projects, by Clive Orton. *London Archaeologist* again had a presence at the LAMAS Archaeological Conference to encourage contributions and membership. Most of the promotional activity for membership had been through special offers, which she noted applied at the AGM. Any non-members were urged to sign up to be sure of getting the widest view of London's archaeology.

## 8. Amendment to the Constitution

The Publications Committee recommended that the post of Marketing Manager be renamed to reflect the role better. It was proposed that the post should be renamed Communications Officer.

Proposed by Becky Wallower and seconded by Diana Briscoe, the AGM agreed that the post of Marketing Manager will be renamed Communications Officer in the Constitution.

## 9. Election of Officers of the Committee

Jenny Hall and Diana Briscoe (Joint Editors), Peter Rowsome (Managing Editor), Alastair Ainsworth (Treasurer) and Ju Udall (Membership Secretary) offered themselves for re-election.

These were re-elected *nem con*, having been proposed *en bloc* by the Publications Committee and seconded by Clive Orton.

There remained vacancies for the post of Secretary and Marketing Manager, now renamed the Communications Officer. The following nominations had been received for Rosalind Morris for Secretary and Helen Johnston as Communications Officer.

These were proposed *en bloc* by the Publications Committee and seconded by Shiela Broomfield and duly elected *nem con*.

## 10. Election of Ordinary Members

The following Ordinary Members were elected last year and offer themselves for re-election, none having served for more than three consecutive years: Sinead Marshall, Daniel Nesbitt and Jonathan Gardner. A resignation had been received from Alison Telfer in early 2019, so there were three further vacancies.

Les Capon, previously co-opted in July 2018, offered himself for election and he, Natasha Billson and Alistair Douglas were proposed by Diana Briscoe and seconded by Daniel Nesbitt and elected *nem con*.

## 11. AOB

There being no other business, the meeting was declared closed at 7.20 pm.

The Annual Lecture was then presented by Dan Jackson, of Historic Royal Palaces, on the history and development of Hampton Court Palace, Surrey. He examined the challenges of maintaining the palace, that had almost 1 million visitors a year, and introduced the palace archaeological collections.

Then Guy Hunt, of L – P : Archaeology gave an overview of the excavations that had taken place there during the replacement of the electrical cabling. The finds had included a large hearth under the Tudor Servery with a glazed tile floor; the foundation of an early hall building under the Great Hall; and the foundations of the Tudor Queen's Apartments which had been demolished in 1689 by Sir Christopher Wren.

Rosalind Morris, Secretary  
20th April 2020

# THE LONDON ARCHAEOLOGIST ASSOCIATION

## SUMMARY OF FINANCIAL ACTIVITIES

### FOR THE YEAR ENDED 30 NOVEMBER 2018

	2018 £	2017 £
<b>Income</b>		
<b>From donations and legacies:</b>		
Subscriptions	11,823	11,540
Gift Aid	1,525	1,533
Donations	361	308
	13,709	13,381
<b>From charitable activities:</b>		
Advertising in publications	-	180
Conference	2,831	-
Back issues of journal	228	89
Merchandise	306	66
Copyright fees	27	-
Sales of journal	714	328
	4,106	663
Investment income	22	27
<b>Total income</b>	<b>17,837</b>	<b>14,071</b>
<b>Expenditure</b>		
<b>Expenditure on raising funds</b>	1,426	757
<b>Charitable activities:</b>		
Publications	14,250	11,420
Back issues of journal	-	-
Binders	145	56
Archaeology Prize	316	-
50 <sup>th</sup> Anniversary	6,384	111
Festival of Archaeology	-	-
	21,095	11,587
<b>Governance</b>	496	335
<b>Total expenditure</b>	<b>23,017</b>	<b>12,679</b>
<b>Net (expenditure)/income</b>	<b>(5,180)</b>	<b>1,392</b>
Investment gains	1,209	2,341
<b>Net movement in funds</b>	<b>(3,971)</b>	<b>3,733</b>
Total funds at 1 December 2017	62,560	58,827
<b>Total funds at 30 November 2018</b>	<b>58,589</b>	<b>62,560</b>

The Summary of Financial Activities is an extract from the full annual accounts of the Association.

## REPORT OF THE TRUSTEES

The trustees present their report and the financial statements of the charity for the year ended 30 November 2018.

### Reference and administrative details of the Charity, its Trustees and Advisers

Registered charity number: 262851

Official address: 17 Cholmley Gardens  
LONDON  
NW6 1UP

Website: [www.londonarchaeologist.org.uk](http://www.londonarchaeologist.org.uk)

Bankers: Santander UK plc  
BBAM  
Bridle Road  
Merseyside L30 4GB  
CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill,  
West Malling, Kent ME19 4JQ

### Trustees

The Trustees who served during the year ended 30 November 2019 and up to the date of this report:

Les Capon (co-opted July 2018, chairman from July 2019)

#### *Officers:*

Managing Editor Peter Rowsome  
Joint Editors Jenny Hall and Diana Briscoe  
Secretary Rosalind Morris  
Treasurer Alastair Ainsworth  
Membership Secretary Jo Udall  
Communications Officer Helen Johnston

#### *Ordinary Members of the Publication Committee:*

Victoria Ridgeway (elected May 2011, stood down May 2014, co-opted July 2014 and July 2015, elected May 2016, stood down May 2019, co-opted July 2019)  
Alison Telfer (elected May 2013, stood down May 2016, co-opted July 2016, elected May 2017, stood down January 2019)  
Sinead Marshall (co-opted July 2016, elected May 2017)  
Daniel Nesbitt (elected May 2017)  
Jonathan Gardner (co-opted July 2017, elected May 2018)  
Clive Orton (co-opted as Editor Emeritus from July 2017)

## Structure, Governance and Management

### **Governing Document**

The London Archaeologist Association was registered as a charity on 16 March 1972. Its governing document comprises a Constitution adopted on 1 May 1971 and amended on 10 February 1972, 15 May 2001, 7 May 2002, 22 May 2007, 20 May 2008, 12 May 2016 and 16 May 2019.

Membership of the Association is open to any person or organisation throughout the world. Members are required to pay an annual subscription. The current membership rate is £16 for Europe and £25 for the rest of the world.

The Publication Committee is empowered by the Constitution to manage the affairs of the Association. The members of the Committee are trustees for the purposes of charity law. The Committee comprises six or seven Officers (Managing Editor, Editor or two Joint Editors, Secretary, Treasurer, Membership Secretary, and Communication Officer) and up to six ordinary members elected annually.

### **Appointment of the Publications Committee**

All members of the Publications Committee are proposed for election or re-election at each Annual General Meeting. Vacancies for Officers and Committee members are advertised in *London Archaeologist* and on the Association's website. Nominations for Committee members are also taken from the floor during Annual General Meetings. The Committee can co-opt additional members during the year and these co-opted members may then be proposed for election at the following Annual General Meeting if there is a vacancy. Ordinary Committee members may not serve for more than three consecutive years.

### **Risk Management**

The Committee regularly reviews the major risks to which the charity is exposed. The significant external risk is a reduction in membership, which constitute the main income. However, this risk is minimised because each member's payment is received before their subscription commences for the periodical *London Archaeologist*, which is the charity's major expense. Internal risks are minimised by control procedures for the authorisation of external payments. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

### **Organisation**

The Publications Committee, which meets each year in January, April, July and October, receives full reports from the Officers. The Committee makes the strategic and tactical decisions about the current and future direction of the charity. The Officers manage the day-to-day operations of the charity. Committee members are kept informed by electronic communications of all important actions made by Officers on behalf of the Committee.

### **Objectives and Activities**

Having reviewed the objects of the Association to ensure that they reflected its public benefit, the Committee recommended amendments to the Constitution which were agreed in May 2008. Subsequently, when considering any activities, the Trustees have kept in mind the Charity Commission's guidance on public benefit. The objectives of the charity are the advancement of the study of archaeology among the public, in particular to:

- a) publish interim excavation reports and articles concerned with the archaeology and history of the London region
- b) inform and promote the study and practice of archaeology and history of the London region and to foster all aspects of education in these subjects at all levels
- c) act as a unifying focus for London archaeologists and provide an independent forum for all points of view.

The principal activities of the charity are:

- the publication four times a year of *London Archaeologist*. Copies are mailed to members and are for sale, on a sale or return basis, at the Museum of London and Museum of Richmond. Back issues are sold to individuals and organisations, and binders are sold to store a complete volume of 12 issues. To extend the benefit provided by the publication of archaeological research and information over 50 years, access is provided online to all back issues more than two years old.

- the annual publication of the *London Fieldwork and Publication Round-up* which lists all fieldwork projects undertaken in the London region during the previous year. The Round-up also includes a bibliography listing all publications during the previous year that are relevant to the London region.
- the presentation of an annual lecture, held in conjunction with the AGM, on a subject of interest to London archaeologists. The lecture is open to all members of the public and admission is free.
- the award of a biennial London Archaeological Prize for the best publication during the previous two years related to the archaeology of Greater London.
- the award of occasional grants to aid the publication of research and study on the archaeology of London, and representation on CoLAT (City of London Archaeological Trust), which awards grants for assistance with publication.
- representation on the London regional group of the Council for British Archaeology (CBA London), and participation in the CBA's Festival of Archaeology (FOA) and in other events in London, and in the annual archaeological conference organised by London and Middlesex Archaeological Society (LAMAS), in order to promote archaeology to more people, and to provide information and educational activities.

### **Achievements and Performance**

The main priorities for the year were to continue to promote archaeology, mainly through membership and readership of *London Archaeologist*. The primary means employed were broadening the appeal of the magazine, participating in educational events and forums, working with other archaeological bodies and exploiting the internet as a means of access for readers and researchers.

### **Publications**

Four issues of *London Archaeologist* were distributed during the year to individual and institutional subscribers. The *London Fieldwork and Publication Round-up 2018* was circulated with the Autumn 2019 issue. *London Archaeologist* is available to readers in major London libraries and many university and college libraries. Most copies of the magazine are distributed in the UK, but a proportion also go all over the world to countries such as USA, Japan, Australia, New Zealand and several European nations.

### **Maintaining membership of London Archaeologist**

Membership levels are fairly stable at some 750 members, having increased somewhat during the 50th anniversary year. Marketing efforts continue to re-enlist former members, and recruit new ones, through events and the CBA online shop. To help encourage membership and to achieve the charity's aims and objectives for those on low incomes, the trustees have maintained UK subscription rates at the current level since 2004, and all other activities are free.

### **Publications online**

*London Archaeologist* makes available online all publications more than two years old through the Archaeological Data Service (ADS). All such issues of the magazine from its foundation in 1968 are available free of charge, providing an exceptionally popular and useful resource to the archaeological community, and enabling the Association to increase both the accessibility of information and readership.

### **Annual General Meeting and Annual Lecture**

The Annual General Meeting was held on 16 May 2019 at the Institute of Archaeology in London. Approximately 40 members and 35 observers were present in addition to the Committee. The Chairman thanked the members of the Committee for their work during the year, and the Editor and other Officers reported on activities and issues.

Following the AGM, the Annual Lecture was then presented by Dan Jackson, of Historic Royal Palaces, on the history and development of Hampton Court Palace, Surrey. He examined the challenges of maintaining the palace and introduced the palace archaeological collections. Then Guy Hunt, of L – P : Archaeology gave an overview of the excavations that had taken place there during the replacement of the electrical cabling. This was followed by a question and answer session.

### **Editorship**

The Joint Editors, Jenny Hall and Diana Briscoe, successfully continued to share editorial and production tasks. Clive Orton is annually co-opted to the Publications Committee as Editor Emeritus.

### **Grants**

Due to changes in criteria for the grants scheme administered by the City of London Archaeological Trust, it is no longer feasible to have grants funded by the Association administered solely by CoLAT in future, but the Association is represented on CoLAT to aid in awarding their annual grants. Both the giving of grants from any Association surplus, and the means of distributing such funds, is being kept under review.

### **Marketing**

The Association was represented at the annual archaeological conference of LAMAS in March. The website was completely redesigned and relaunched in May. The major activity during the year was organisation of activities to commemorate the Association's 50th anniversary. These included special issues of the magazine dealing with archaeology through five historic periods since 1968, and a major conference in conjunction with King's College London Classics Department in October. Leaflets are in use to promote membership, and Facebook and Twitter are used for timely updates. The Secretary has continued in a holding role for other promotional activities, and also serves as a trustee of the London Region of the CBA to help coordinate activities for groups across London.

### **Financial Review**

The charity had an operating deficit of £5,180 in 2018 compared to an operating surplus of £1,392 in 2017. The additional expenditure during 2018 was entirely due to the special events and articles in the magazine to celebrate, with our members, the 50<sup>th</sup> anniversary of the launch of the magazine. These various activities have been described earlier in this Trustee's Report.

In both 2018 and 2017 there was a gain on the small equity investment that the charity made a few years ago as a hedge against future inflation. The charity is financially strong with Unrestricted Reserves of £58,589, which includes a £10,583 gain on the equity investment.

### **Investment policy**

The charity has an investment in the COIF Charities Ethical Investment Fund as a medium-term hedge against future inflation in the United Kingdom economy. As at 30 November 2018 this original investment of £10,000 had grown to £20,583.

Bank funds not required for day-to-day expenditure are held in a bank deposit account at CAF Bank Limited, a subsidiary of the Charities Aid Foundation. The bank deposit account earns interest at a commercial rate.

### **Reserves policy**

The Committee's reserves policy is to retain surplus funds of about £25,000 so that production of *London Archaeologist* can be continued if any unforeseen event occurs. £10,000 of these reserves are invested in a managed equity fund as a hedge against inflation. The remainder of the reserve funds are retained in an accessible bank deposit account. The £5,000 Gift Aid windfall from 2009 has been retained in reserves until a suitable charitable objective is identified.

### **Plans for future periods**

The Committee expects to continue its publication programme and related activities. It will be undertaking activities to retain and expand membership. The redesigned website will continue to be developed to provide additional facilities, and collaborative activities, such as Festival of Archaeology events, are planned in conjunction with other archaeological bodies in London in order to raise the profile of the magazine and attract both members and new sources of material for the magazine.

### **Independent Examiner**

The charity is not required to have an Independent Examination of the annual accounts because it is a small charity. The charity operates internal financial controls that protect its assets.

Approved by the Committee at its meeting on 8 April 2019, and signed on its behalf by:

Becky Wallower, Secretary