

# 51st Annual General Meeting of the London Archaeologist Association Annual Report

***Due to the Covid-19 pandemic, the AGM, which had been due to be held at the Institute of Archaeology on Thursday 14 May 2020, was cancelled. An Interim Report was prepared in the light of this and the untimely death of the Treasurer, Alastair Ainsworth, and this final version of the Annual Report will be presented for ratification at the next AGM.***

## **1. Chairman's introduction**

As Chairman, Les Capon noted that the well-attended 50th-Anniversary Conference of 6th October 2018 had spawned the Proceedings volume which was published just before the Covid-19 lockdown. Relevant members of the Publications Committee have worked hard to fulfil orders and get copies of the volume out to those who ordered them online under the auspices of Vicki Ridgeway, PCA, and Ju Udall by post, at a time when just getting to the Post Office proved to be difficult.

We have seen a major change in the make-up of the Publications Committee after Becky Wallower, our long-term Secretary, stood down at the May 2019 AGM and Rosalind Morris took up the role of Secretary. Helen Johnston was able to take over the duties of the new post of Communications Officer. *London Archaeologist* has embraced new technology and ways of accessing the *London Archaeologist* archives, building on our new website launched last year. This was timely in that we have entered upon a new collaborative project with the Layers of London website which has proceeded to enter articles from the *London Archaeologist* magazine archive held by ADS, allowing links to be made and thus making past articles more accessible.

The Annual Lecture, which usually takes place after the AGM, was held as a webinar and was viewable by 110 people who had booked places online. It was well received and created a pleasing amount of Facebook and Twitter reactions. The film is now on the *London Archaeologist* website. Adam Corsini of Layers of London is to be thanked for all his hard work on the project.

The Chairman noted that, in the last year, the Publications Committee had worked well together to produce excellent quarterly magazines and a conference 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, and the late Treasurer. Finally, he thanked the membership for their continued support in the dissemination of information on London's heritage.

### **Addendum**

The post of Treasurer is currently vacant due to the death of Alastair Ainsworth on 6 May 2020. A shorter version of his obituary can be found on the website and a fuller obituary will feature in the Summer 2020 issue of the magazine.

## **2. Minutes of the last Annual General Meeting, held on 19 May 2019 at 7pm**

These are posted on the website and will be ratified at the next AGM.

## **3. Editors' Report**

Nine features and 14 research articles have been published, but there were few research articles in the pipeline and more submissions from the archaeological units, as well as freelancers and undergraduate and graduate students would be welcome. The printers, Charlesworth, have been helpful with any last-minute issues, and the Editors have been given unfailing support by the Publication Committee. We would like to thank Becky Wallower for her work on features, as well as Richard Gilpin, Lucy Whittingham and Clive Orton for proof-reading; Dan Nesbitt for the 2018

Fieldwork Round-up; Bruce Watson with Jonny Gardner for the 2018 Bibliography; and Tracy Wellman for design support. We continue to welcome books for review.

A new venture for LA has been the publication of the conference proceedings – *London Archaeologist- Fifty years of London's Archaeology: Papers from the 50th Anniversary Conference* – a 171-page compendium of most of the lectures given by speakers at the LA@50 Conference. The Committee wishes to thank Vicki Ridgeway for her unstinting work as lead editor in order to get the volume published for sale in time for the LAMAS conference (which was then cancelled). Copies can be bought online or by post.

#### **4. Treasurer's Report: to receive the Accounts for 2019**

The late Treasurer, Alastair Ainsworth, had prepared and presented the financial statements for the year ended 30 November 2019. These were agreed at the January 2020 Publications Committee meeting and the financial statement was passed by the Committee. His view was that the Association was in good order financially. As usual, income had been primarily from subscriptions and Gift Aid, and costs were mainly for printing and postage.

#### **5. Communication Officer's Report**

With Helen Johnston now in post, the work of the Communications Officer has been much appreciated. The level of social media has increased and online engagement including Twitter has improved. The increase in followers on Facebook and Twitter outnumber the number of subscribers.

#### **6. Election of Officers of the Committee**

Following the advice of the Charity Commission to other charities, it has been decided, due to the unprecedented pandemic and the cancellation of the May 2020 AGM, that the serving Officers of the Committee should continue without re-election.

#### **7. Election of Ordinary Members**

Again, the following Ordinary Members will remain in post until the next AGM. Dr Jonathan Gardner has left London and resigned from the Committee in January 2020 and we thank him for his input. Alison Telfer has been co-opted on to the Committee, so that she can organise the *London Archaeologist* Publication Prize being held later in 2020.

#### **8. AOB**

Please contact the Secretary via the website if there is any matter outstanding that should be included in the final report that will be presented at the next AGM.

The Annual Lecture was held as a webinar. Adam Corsini spoke to *The Layers of London Project: putting archaeology on the map*. He described how to discover past excavations online previously published in *London Archaeologist* over the last 50 years. They are currently being mapped by a team of trained volunteers on to the Layers of London website, a free online, crowd-sourced mapping resource. Summaries of over 414 articles, previously published in *London Archaeologist*, have now been mapped online and there are about 60 more issues of the magazine to be prepared for inclusion. The records provide a link to the downloadable pdfs on ADS, making the articles even more accessible and putting them in their geographical context. Other bodies, such as Museum of London Archaeology and Historic England, have also added archaeological material. He demonstrated the methods of sourcing *London Archaeologist* articles and encouraged the audience to test it and to send him any comments. Twitter comments and retweets that appeared during the

presentation expressed amazement at the full extent of the archaeological records now available on Layers of London.

Rosalind Morris, Secretary,  
Diana Briscoe and Jenny Hall, Joint Editors  
14 May 2020

**THE LONDON ARCHAEOLOGIST ASSOCIATION**

**SUMMARY OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 NOVEMBER 2019**

	2019	2018
	£	£
<b>Income</b>		
<b>From donations and legacies:</b>		
Subscriptions	12,928	11,823
Gift Aid	1,553	1,525
Donations	308	361
	14,789	13,709
<b>From charitable activities:</b>		
Advertising in publications	80	-
Conference	-	2,831
Back issues of journal	186	228
Merchandise	213	306
Copyright fees	-	27
Sales of journal	281	714
	760	4,106
Investment income	59	22
<b>Total income</b>	<b>15,608</b>	<b>17,837</b>
<b>Expenditure</b>		
<b>Expenditure on raising funds</b>	1,140	1,426
<b>Charitable activities:</b>		
Publications	14,010	14,250
Back issues of journal	-	-
Binders	186	145
Archaeology Prize	-	316
50 <sup>th</sup> Anniversary	55	6,384
Festival of Archaeology	23	-
	14,274	21,095
<b>Governance</b>	439	496
<b>Total expenditure</b>	<b>15,853</b>	<b>23,017</b>
<b>Net (expenditure)</b>	<b>(245)</b>	<b>(5,180)</b>
Investment gains	3,137	1,209
<b>Net movement in funds</b>	<b>2,892</b>	<b>(3,971)</b>
Total funds at 1 December 2018	58,589	62,560
<b>Total funds at 30 November 2019</b>	<b>61,481</b>	<b>58,589</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 2019.

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

**Registered charity number:** 262851

**Official address:** 117 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:

**Chairman:** Les Capon (co-opted July 2018, chairman from July 2018)

### Officers:

Managing Editor	Peter Rowsome
Joint Editors	Jenny Hall Diana Briscoe
Secretary	Rosalind Morris (elected May 2019)
Treasurer	Alastair Ainsworth (died 6 May 2020) Jacqueline Mellows (elected June 2020)
Membership Secretary	Jo Udall
Communications Officer	Helen Johnson (elected May 2019)

### Ordinary Members of the Publication Committee:

Natasha Billson (elected May 2019)  
Alistair Douglas (elected May 2019)  
Jonathan Gardner (co-opted July 2017, stood down January 2020)  
Sinead Marshall (co-opted July 2016, elected May 2017)  
Daniel Nesbitt (elected May 2017)  
Clive Orton (co-opted as Editor Emeritus July 2017–2020)  
Victoria Ridgeway (elected May 2011, stood down May 2014, co-opted July 2014 and July 2015,  
elected May 2016, stood down May 2018, co-opted October 2019)  
Alison Telfer (elected May 2013, stood down May 2016, co-opted July 2016, elected May 2017,  
stood down February 2019, co-opted May 2020)

## **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 Officers 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 Communications Officer) plus up to six ordinary members elected annually.

### **Appointment of the Committee**

All members of the Committee are proposed for election or re-election at each Annual General Meeting. Vacancies for Officers and ordinary 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 constitutes the main income. However, this risk is minimised because each member's payment is received before their subscription commences for the periodical *London Archaeologist*, the printing of 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 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. 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 Archaeology 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 2019 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) in York. 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.

## **50th Annual General Meeting and Annual Lecture**

The 50th 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.

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.

## **Editorship**

The Joint Editors, Jenny Hall and Diana Briscoe, successfully continued to share editorial and production tasks. Clive Orton is co-opted to the committee annually 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, 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**

Due to the COVID-19 pandemic, most activities were carried out online. The Communications Officer has done a lot of Tweeting and updating the website with news items and this appears to be generating a small but steady flow of new members.

## **FINANCIAL REVIEW**

The charity had an operating deficit of £245 in 2019 compared to an operating deficit of £5,180 in 2018. The additional expenditure during 2018 was entirely due to the special events and articles in the magazine to celebrate, with our members, the 50th anniversary of the launch of the magazine.

In 2019, 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 £61,443, which includes a £13,720 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. At 30 November 2019, this original investment of £10,000 had grown to £23,720.

## **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.

## **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.

**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.

Approved by the Committee at its meeting on 14 April 2020, and signed on its behalf by:

Rosalind Morris  
Secretary