

# REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements of the charity for the year ended 30 November 2022.

## 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**  
2 Triton Square, Regent's Place,  
London, NW1 3AN  
**CAF Bank Ltd**  
25 Kings Hill Avenue, Kings Hill,  
West Malling, Kent ME19 4JQ

## Trustees

The Trustees who served during the years ended 30 November 2019, 2020, 2021 and up to the date of this report:

**Chairman:** Les Capon (as an Ordinary Member, co-opted July 2018, chairman from July 2018, elected May 2019, co-opted May 2022)

## Officers:

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

## Ordinary Members of the Publication Committee:

Natasha Billson (elected May 2019, co-opted May 2022)  
Alistair Douglas (elected May 2019, co-opted May 2022)  
Brigid Geist (elected May 2021)  
Daniel Nesbitt (elected May 2017, co-opted 2021 and elected May 2022)  
Alison Telfer (elected May 2013, stood down May 2016, co-opted July 2016, elected May 2017, stood down February 2019, co-opted May 2020, elected May 2021).

Clive Orton (co-opted annually as Editor Emeritus)

## **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 £22 for the UK, £30 for Europe Zones 1–3, and £40 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 2021–22 to individual and institutional subscribers. The *Index to Volume 15* was circulated with the Autumn 2022 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 have dropped slightly: the average for the year being 720. Marketing efforts continue to re-enlist former members, and recruit new ones, through events and the CBA online shop.

After 18 years at the same price, the rising costs of printing and postage have necessitated an increase in cover price and subscription rates. However, to encourage membership and to achieve the charity's aims and objectives for those on low incomes, the Trustees have continued to advertise a lower rate for under-25s at UK addresses. The majority of payments are now made online.

### **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.

### **53rd Annual General Meeting and Annual Lecture**

The 53rd Annual General Meeting was held online via Zoom. The Annual Lecture was presented via Zoom by Antonietta Lerz of MOLA who spoke on 'From Riches to Rags: 2,000 years of settlement at Landmark Court, Southwark'. Approximately 44 persons attended.

### **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 loss of £2,273 in 2022, compared to a similar loss of £2,296 in 2021. These losses were mostly due to increasing postage costs. Because of this, the Committee undertook to raise both the cover price and subscription prices in 2022.

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.

The CAFCash account has greatly improved our payment mechanisms because almost all outgoing payments are now made online. New subscriptions are being pointed to this account, with transfers of funds from the Santander account being made two or three times per year.

In 2022, there was a major loss on the small equity investment that the charity made as a hedge against future inflation. However, the charity is still financially strong with Unrestricted Reserves of £42,852, despite the loss 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 2022, this original investment of £10,000 was valued at £17,532.

### **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 3 May 2023, and signed on its behalf by:

Rosalind Morris  
Secretary