

52nd Annual General Meeting of The London Archaeologist Association

to be held via Zoom
Thursday 20 May 2021 at 7.00 pm

Agenda

1. **Apologies for absence**
2. **Chairman's introduction**
3. **Minutes of the 50th Annual General Meeting, held on 16 May 2019**
 - a) To confirm the Minutes of 16 May 2019
 - b) Matters arising
4. **Minutes of the 51st Annual General Meeting, [cancelled] [see page 2]**
 - a) To confirm the Committee's Report
 - b) Matters arising
5. **Editors' Report**
6. **Communications Officer's Report**
7. **Treasurer's Report:**
to receive the Statement of Financial Activities for 2019 [please see website]
to receive the Statement of Financial Activities for 2020 [see page 3]
8. **Annual Reports: to receive the Report of the Trustees for 2019** [please see website]
to receive the Report of the Trustees for 2020 [please see website]

9. **Election of Officers**

To elect Officers of the Committee:

The following offer themselves for re-election: Jenny Hall and Diana Briscoe (Joint Editors), Helen Johnson (Communications Officer), Rosalind Morris (Secretary), Peter Rowsome (Managing Editor), Jo Udall (Membership Secretary) and for election: Jacqueline Mellows (Treasurer)

10. **Election of Ordinary Members**

To elect up to a total of six ordinary members of the Committee:

The following ordinary members were elected in 2019 and offer themselves for re-election, none having served for more than three consecutive years: Natasha Billson, Les Capon and Alistair Douglas. Alison Telfer, who was co-opted in 2020, also offers herself for election.

There are two vacancies.

Any member (i.e. subscriber) of The London Archaeologist Association may stand for election to the committee. Nominations will be taken from the floor.

11. **Any Other Business**

The AGM will be followed by the Annual Lecture:

Stephanie Ostrich, leader of the Walworth Heritage Action Zone for Southwark, will speak about *Heritage Action Zones: heritage-led regeneration in London's historic high streets*. Walworth is the first inner London zone to be selected as a HAZ.

51st Annual General Meeting of the London Archaeologist Association Minutes

The AGM of the London Archaeologist Association is postponed *sine die*.

As advised by the Charity Commission, the Publication Committee has decided that no meeting will be held on May 13th in accordance with government advice due to the coronavirus pandemic.

The Publications Committee advises that the following business will be dealt with as described below.

1. To elect

The Officers *

Other members of the Committee **

Co-opt a further Committee member ***

* Joint Editors, Diana Briscoe and Jenny Hall; Managing Editor, Peter Rowsome; Secretary, Rosalind Morris; Membership Secretary, Jo Udall; and Communications Officer, Helen Johnston. The post of Treasurer is vacant.

** Les Capon, Sinéad Marshall, Daniel Nesbitt, Victoria Ridgeway, Natasha Billson and Alistair Douglas.

*** Ms Alison Telfer to be co-opted to the Publications Committee.

The Publications Committee recommends that these elections be agreed.

2. To adopt the Annual Report and Accounts (available on the website)

The Publications Committee commends the Report to the members.

(The Secretary is happy to answer any questions arising. Please communicate via The London Archaeologist Association, c/o 17 Cholmley Gardens, London NW6 1UP; londonarchaeologistmagazine@gmail.com)

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.

By order of the Publications Committee

Rosalind Morris

Secretary

14 May 2020

THE LONDON ARCHAEOLOGIST ASSOCIATION
SUMMARY OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 NOVEMBER 2020

<u>Income</u>	2020 £	2019 £
Income from donations and legacies:		
Subscriptions	15,785	12,928
Gift Aid	—	1,553
Donations	214	308
	15,999	14,789
Income from charitable activities:		
Advertising in publications	—	80
Back issues of journal	107	186
Merchandise	22	213
Sales of journal proceedings	456	—
50th Anniversary	1,600	281
	2,185	760
Investment income		
Bank Interest	34	59
Total income	18,218	15,608
<u>Expenditure</u>		
Expenditure on raising funds	—	1,140
Charitable activities:		
Publications	11,380	14,010
Binders	500	186
Archaeology Prize	—	—
50 th Anniversary	1,779	55
Festival of Archaeology	—	23
	13,659	14,274
Support costs:		
Postage	1,923	1,062
Stationery	93	41
Website	6	115
Other expenses	—	78
	2,022	1,296
Governance	—	439
Total expenditure	15,681	15,853
Net (expenditure)	2,537	(245)
Investment gains	2,104	3,137
Net movement in funds	4,642	2,892
Total funds at 1 December 2019	61,443	58,589
Total funds at 30 November 2020	56,837	61,443

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 2020.

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.

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 years ended 30 November 2019, 2020 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 and 2020 to individual and institutional subscribers. The *London Fieldwork and Publication Round-up 2018* was circulated with the Autumn 2019 issue and the *London Fieldwork and Publication Round-up 2019* was circulated with the Winter 2021 issue. The *Index to Volume 15* was circulated with the Autumn 2020 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.

51st Annual General Meeting and Annual Lecture

The 51st Annual General Meeting was cancelled due to the COVID-19 pandemic. The Annual Lecture was held by webinar when Adam Corsini spoke to *The Layers of London Project: putting archaeology on the map*. Approximately 110 persons attended and a recording was subsequently placed on the *London Archaeologist's* YouTube channel, where it has been viewed nearly 250 times.

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 profit of £2,537 in 2020 compared to an operating loss of £245 in 2019. 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.

In 2020, 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 £56,837, which includes a £15,824 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 2020, this original investment of £10,000 had grown to £25,824.

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 15 April 2021, and signed on its behalf by:

Rosalind Morris
Secretary