

NORFOLK AND NORWICH
ARCHAEOLOGICAL SOCIETY
(Patron: Her Majesty the Queen)

AGENDA, MINUTES, REPORT and ACCOUNTS

for presentation at the

ANNUAL GENERAL MEETING

at the

Town Close Auditorium, Norwich Castle

on

Saturday 20th July 2019 at 1.15 pm



Registered Charity 311116

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY
(Patron: Her Majesty the Queen Registered Charity 311116)

The Annual General Meeting of the Society will be held Saturday 20th July 2019
at the Town Close, Auditorium, Norwich Castle, starting at 1.15 pm

AGM AGENDA

- 1. Apologies**
- 2. Minutes of the 29th September 2018 AGM**
- 3. Matters Arising from the 29th September 2018 AGM**
- 4. Annual Report for 2018**
- 5. Annual Accounts for 2018**
- 6. Election of trustees**
- 7. Election of President and Vice-Presidents**
- 8. Election of the Honorary Officers**
- 9. Re-appointment of the Independent Examiner of Accounts – Sexty & Co.**
- 10. Election of the Council**
- 11. Any Other Business**

Any nominations for election as Trustees, Honorary Officers and Council members must be received in writing by the Hon. General Secretary not later than seven days before the date of the Annual General Meeting. Nominations should be supported by a proposer and seconder and should include the written agreement of the person nominated.

* * * * *

The AGM will be followed by a lecture given by Dr Clare Haynes entitled '*The Past Made Virtually Present? Exploring the visual record of Norwich Medieval Churches*'.

NOTES for the AGM 2019

The Council consists of the trustees, officers and Honorary Secretaries plus a number of other individuals nominated by trustees.

6. Election of trustees – to propose the election of:

The officers consisting of the President, Hon. Treasurer and Hon. Gen. Secretary automatically become trustees.

The following seven Council Members have offered to stand as trustees:

Ms Sue Anderson; Dr John Barney; Ms Sophie Cabot; Mr Derek Leak; Dr Victor Morgan; Mr Trevor Nuthall; Ms Margaret Gooch.

7. Election of the President and Vice-Presidents

(i) to propose the re-election of a President, Dr Andrew Hutcheson.

(ii) to propose the re-election of the following Vice-Presidents:

Mr B S Ayers; Mr M R Begley; Mr R Bellinger; Ms Sophie Cabot, Mr A Fakes, Professor E Fernie; the Ven Dr W M Jacob; Mrs H. Paterson

8. Election of the Honorary Officers

(i) to propose the re-election of the following Honorary Officers:

General Secretary	Mr Edmund G. Perry
Treasurer	Mr Roger Bellinger
Editors	
Librarian	Mrs Judy M. Sims
Lectures Secretary	Dr Keith Robinson
Excursions Secretary	Mrs Margaret Gooch
Membership Secretary	Mr Alistair Graham Kerr
Publicity Secretary and Young Archaeologists' Club Organiser	Ms Sophie Cabot
Website and Newsletter Secretary	Ms Sue Anderson

9. Independent Examiner of Accounts

(i) To propose the re-appointment of Sexty & Co.

10. Election of the Council

(ii) to propose the re-election of the following members of Council due to retire by rotation:

Dr John Barney; Mrs Jayne Bown; Dr Victor Morgan; Dr Simon Kaner; Mr David King; Dr Andrew Rogerson; Dr Sarah Spooner

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Minutes of Annual General Meeting held at at Hungate in St Peter Hungate Church, Norwich on 29th September 2018 at 2.00 pm

33 Members attended

The Meeting opened with a welcome from the Hon. General Secretary Edmund Perry. In the absence of Roger and Sophie, it fell to him to say a few words. The Annual Report was a fairly full and comprehensive formal account of NNAS activity in 2017 but he wanted to express appreciation to those volunteers who had contributed so much to the running of the Society last year.

Firstly to Sophie Cabot, both as President up to last year's AGM and then, from October onwards, as Chair of Trustee and Council Meetings and of the two Working Parties (a) on the Library Move and (b) on the Digitisation of the Journals and the Minutes of Meetings. In the recent Autumn Newsletter, Sophie had written about the latest developments. She had continued organising the Young Archaeologists (YAC), with Publicity and with introducing the Speakers at Lectures. Altogether a huge commitment to the Society.

Thanks to Roger Bellinger as Treasurer for keeping our finances in order and for arranging the 4-Day Trip to Inverness 4-Day, ably led as usual by Brian Ayers.

Also to Dr John Barney for organising the Annual Accounts and for scrutinizing the wording of the Annual Report.

To Sue Anderson, for stepping into Trevor Ashwin's shoes in taking over the Website and the Newsletter, especially producing an excellent booklet version of the latter, and for initiating a Facebook page. She also became a trustee.

To Dr Keith Robinson for arranging an interesting and enjoyable series of lectures – next series begins this October as in the Autumn Newsletter.

To Alistair Graham Kerr as Membership Secretary. Although he resigned as Excursions Hon Sec. in December 2016, he did offer a number of visits for 2017, most of which had a poor take up and had to be cancelled. The trustees were grateful to Margaret Gooch for taking on the Excursions role, which needs the full support of members if trips/events are to continue.

To Judy Sims as Librarian in keeping the collection going and for all her hard work on the Library Move and the Digitisation process.

To Dr Jon Gregory and Dr Sarah Spooner for their hard work as Editors of the Journal and to Rik Hoggett who had been responsible for type-setting so that the 2017 issue came out in 2017. Edmund expressed the hope that the 2017 issue will be with members shortly.

The Hon General Secretary thanked all the other trustees for their contributions: Derek Leak, Trevor Nuthall, Dr Victor Morgan, Dr Tim Pestell, Dr Andrew Hutcheson and Tony Bradstreet. Unfortunately Tim resigned in October 2017 because of work commitments as did Andy in January 2018, when both Judy and Tony also stepped down as trustees. He thanked Dr Carole Rylands who has joined the Council as Assistant to the Treasurer, and

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Richard Balls who had joined as assistant to the General Secretary in taking the minutes at Joint Trustee/Council Meetings.

In conclusion Edmund pointed out that the Officers and Hon Secretaries of the NNAS do require assistance from members both in offering operational help and being involved in the Society's activities. He called Derek Leak to take the Chair for the first part of the Agenda.

1. Apologies for Absence.

Sophie Cabot; Roger Bellinger; Brian Ayers; John Barney; Dr Will Bowden; Andrew Boyce; Richard Ball; Dr Jon Gregory; Simon Kaner; Dr Sarah Spooner; Alan Pask; Dr Tim Pestell; Fran Weatherhead.

2. Minutes of the last AGM 9th September 2017

Derek Leak in the Chair asked that the Minutes of the last AGM, which had been circulated, be accepted.

seconded by Alistair Graham Kerr. Agreed by the Meeting and signed by the Chairman.

3. Matters Arising - none mentioned.

4. Annual Report for 2017

Derek Leak thanked the Hon Sec. Edmund Perry for preparing the Report and asked the audience if there were any questions or queries. None arose so

The Chairman proposed adoption of the Annual Report 2017;

seconded by Judy Sims. Agreed by the Meeting

5. Accounts for 2017

The Chairman proposed the adoption of the Annual Accounts 2016; seconded by Chris Sanham

Agreed by the meeting

Two formal copies of the Annual Report and Accounts 2017 had been signed by: Sophie Cabot in her capacity as Chairman; the Hon. Treasurer, Roger Bellinger and the Hon. General Secretary, Edmund Perry. A copy to be sent to Sexty & Co. and the other one bound into the Minutes Book and kept in the Society's Library.

6. Election of Trustees

Derek Leak explained that the President, Hon. General Secretary and Hon. Treasurer (as officers of the Society) were automatically trustees, but the following seven Council members needed to be re-elected as trustees:

Ms Sue Anderson; Dr John Barney; Ms Sophie Cabot; Mr Derek Leak;

Dr Victor Morgan; Mr Trevor Nuthall; Dr Sarah Spooner

The Chairman proposed the election of the trustees; seconded by Dr Keith Robinson.

Agreed by the Meeting

7. Election of the President and Vice-Presidents

The Hon General Secretary announced that in accordance with the Constitution, he had received a written nomination from Sophie Cabot, of Dr Andrew Hutcheson to take up the vacant post of President of the NNAS. Andrew had accepted the nomination.

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(i) *The Hon General Secretary proposed the election of the new President, Dr Andrew Hutcheson*

seconded by Derek Leak. Agreed by the Meeting.

There was a short ceremony of handing over the badge of office to the new President who then took the Chair for the rest of the AGM.

(ii) *The President Dr Andrew Hutcheson proposed the re-election of the following Vice-Presidents: Mr B S Ayers; Mr M R Begley; Mr R Bellinger; Ms Sophie Cabot, Mr A Fakes. Professor E Fernie; the Ven Dr W M Jacob; Mrs H. Paterson*

seconded by Judy Sims. Agreed by the Meeting.

8. Election of the Honorary Officers

The President proposed the re-election of the following Honorary Officers:

General Secretary	Mr Edmund G. Perry
Treasurer	Mr Roger Bellinger
Editors	Dr Sarah Spooner & Dr Jon Gregory
Librarian	Mrs Judy M. Sims
Lectures Secretary	Dr Keith Robinson
Excursions Secretary	Mrs Margaret Gooch
Membership Secretary	Mr Alistair Graham Kerr
Publicity Secretary and	Ms Sophie Cabot
Young Archaeologists' Club Organiser	
Website and Newsletter Secretary	Ms Sue Anderson

seconded by Julie Curl. Agreed by the Meeting

9. Independent Examiner of Accounts

The President proposed the re-appointment of Sexty & Co. Norwich

seconded by Derek Leak. Agreed by the Meeting

10. Election of the Council

(i) *The President proposed the election of the following: Ms Sue Anderson. Mr Richard Ball, Mrs Margaret Gooch, Dr Clare Haynes, Mr Alan Pask, Dr Carole Rylands.*

seconded by Julie Curl. Agreed by the Meeting

(ii) *The President proposed the re-election of the following members of Council due to retire by rotation: Mr Trevor Nuthall, Dr Tim Pestell.*

seconded by Dr Vic Morgan. Agreed by the Meeting

11. Amendment to the Constitution - Clause 22) The Council

The Hon General Secretary asked Trevor Nutthall, as the trustee who had proposed the amendment to introduce and explain it (copies had been distributed beforehand). Trevor said that it was to clarify and simply the procedure for electing the Council and how replacements would be appointed.

seconded by Alistair Graham Kerr. Agreed by the Meeting

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12. Any Other Business

Derek Leak thanked Edmund Perry for all the hard work that he had put in during the year, keeping the paper-work in order, and for arranging the AGM.

There being no other business the AGM closed at 1.50 pm

After the meeting refreshments were provided, followed by a talk and walk given by Dr Victor Morgan.

Edmund G. Perry
Hon.General Secretary
12.10.2018

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees present their report with the financial statements of the Society for the year ended 31st December 2018.

Registered address

64 The Close
Norwich
NR1 4DH

Bankers

Barclays Bank plc
5/7 Red Lion Street
Norwich
NR1 3QH

Building Society

Leeds and Holbeck Building
Society
6-7 Guildhall Hill
Norwich, NR2 1JG

Solicitors

Leathes Prior
74 The Close
Norwich
NR1 4DR

Insurance providers

Towergate Insurance
Towergate House,
5 Airport West,
Lancaster Way,
Leeds. LE19 7ZA

Investment advisors

Investec Wealth & Investment
2 Gresham Street,
London
EC2V 7QN

Independent Examiner for Accounts

Ian Barlow, Sexty & Co
124 Thorpe Road
Norwich
NR1 1RS

PRESIDENT AND VICE PRESIDENTS

Dr A Hutcheson (President)

B S Ayers

M R Begley

A Fakes

Professor E C Fernie

T R T Manning

R Bellinger

Ms. S. Cabot

The Ven. Professor W M Jacob

Mrs A S Hankinson

Mrs H Paterson

ELECTED COUNCIL MEMBERS

S Ashley

Dr. W. Bowden

Dr C Haynes

D Leak

A Pask

Dr C Rylands

R Ball

Ms J E Bown

Dr S C Kaner

Dr V Morgan

Dr T J Pestell

Dr P Richards

Dr J M Barney

T. Bradstreet

D J King

T P Nuthall

Dr A Rogerson

OFFICERS

The following officers and advisors served during 2018:

R Bellinger

E G Perry

Dr S Spooner

Dr J Gregory

Mrs J M Sims

Mrs M Gooch

Dr K Robinson

A. Graham Kerr

Ms S R Cabot

Ms S Anderson

Hon. Treasurer

Hon. General Secretary

Hon. Editor

Hon. Editor

Hon. Librarian

Hon. Excursion Secretary

Hon. Lectures Secretary

Hon. Membership Secretary

Hon. Publicity Secretary and

Hon. Young Archaeologists' Club Organiser

Hon. Website and Newsletter Secretary

AIMS and OBJECTIVES

The Norfolk and Norwich Archaeological Society (the Society), formed in 1846, exists to advance the education of the public through the study of archaeology in Norfolk, which includes as ancillary to this:

1. The study of the history, architecture and antiquities of Norfolk;
2. The collection and publication of information on the ancient arts and monuments of the county;
3. The encouragement of individuals and public bodies in making researches and excavations;
4. The prevention of injury to and destruction of all kinds of objects of archaeological value.

ADMINISTRATION and CONSTITUTION

The Society is governed by its own constitution and is a registered charity as defined by the Charities Acts 2006 and 2011. (Charity Number 31116)

The following trustees were elected to serve in 2018:

NNAS Trustee	Additional Roles
Sophie Cabot	Acting Hon. Chairman (until Sept 2018)
Roger Bellinger	Hon. Treasurer
Edmund Perry	Hon. General Secretary
Dr John Barney	
Derek Leak	
Dr Victor Morgan	
Trevor Nuthall	
Dr Sarah Spooner	Hon. Secretary, Editor of Journal
Ms Sue Anderson	Hon. Secretary, Website & Newsletter
Dr Andrew Hutcheson	Hon President (elected AGM Sept. 2018)

Each trustee signed a trustee eligibility declaration and the Society has in place a trustee insurance policy through Townergate Insurance.

Trustees Responsibilities

The Trustees have and accept ultimate responsibility for directing the affairs of the Society, and ensuring that it is solvent and well-run, and for delivering the charitable outcomes for the benefit of the public for which it has been set up. They are responsible for safeguarding the assets of the Society and taking reasonable steps to prevent fraud and other irregularities. They must ensure that the Society complies with charity law, and with the requirements of the Charity Commission, in particular that the Society prepares an annual report on what it has achieved and annual returns and financial statements as required by law.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless circumstances dictate that to do so would be inappropriate.
- Take special care when investing the funds of the charity, or borrowing funds for the charity

The Trustees receive support and advice from the Council which consists of the Trustees, the vice-presidents, the officers and other elected members.

Recruitment and appointment of new Trustees

The Society requires a good selection of skills amongst the Trustees to cover all the areas which the Society encompasses. The new Trustees intend putting in place recruitment, selection and induction procedures as recommended by the Charity Commission. Role descriptions are being agreed and issued. A number of policy documents are under consideration. All the trustees, other Council members and officers are volunteers; the Society has no paid staff.

Risk Assessment

The Trustees have reviewed certain risks to which the Society is exposed (financial, membership) and have produced a risk assessment document and a health and safety policy to take such matters into account.

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The purpose of the charity is encapsulated in its objects to make available its resources to as wide an audience as possible, to encourage the study of the history, architecture and antiquities of Norfolk.

To this end the library is open two mornings a week; lectures are open to the public; and the Society website gives all necessary general information to ensure that the public can benefit from its services. The range of activities listed below makes a positive contribution to the study of Norfolk archaeology and contributes significantly to achieving the aims and objectives of the Society.

ANNUAL GENERAL MEETING

The AGM took place on Saturday 29th September at Hungate (the former church of St.Peter) on Princes St. Norwich from 2pm. Thirty three members attended. The Hon General Secretary expressed appreciation to those volunteers who had contributed so much to the running of the Society. The Annual Report and Accounts were accepted. The Trustees, Council members and Vice-Presidents were re-elected. A new President, Dr Andrew Hutcheson was proposed and elected and there was a short ceremony of handing over the badge of office.

ACHIEVEMENTS and PERFORMANCE

MEMBERSHIP

	Individual	Household	Corporate	Overseas	Total
2017	271	85	35	23	414
2018	260	78	31	23	392

The Society has undertaken the following activities during the year to achieve its objectives for the benefit of members and the public.

EXCURSIONS

In October 2017, Margaret Gooch took over as the new Hon.Secretary for Excursions to plan the following events for 2018:

The Pastons in Norfolk 24th May. A coach day trip from Norwich led by Dr Rob Knee of the Paston Heritage Society, visiting Paston and Oxnead churches plus Oxnead Hall. Lunch was at Hill House, Happisburgh. In the afternoon, a visit to Caister Castle (built by Sir John Fastolff in 1432, who left it to Sir John Paston) was arranged.

The Paston Exhibition at Norwich Castle 4th July. Continuing the Paston theme, a guided tour, especially for NNAS members, of the Paston Treasures Exhibition at Norwich Castle, was led by Francesca Vanke, Keeper of Art and Keeper of Decorative Art, who had curated the exhibition.

A Walk in Historic Thetford 18th August Led by Keith Robinson, who gave an introductory talk at the Ancient House Museum and a tour of the building, followed by coffee and biscuits, before commencing a guided walk round Thetford which took in the Cluniac Priory and Thetford Castle.

A Day in Essex 19th July was cancelled due to insufficient numbers

A coach trip to Layer Marney Tower in Essex, a Grade 1 listed Tudor gatehouse built in 1520, followed by a visit to Stow Maries WW1 airfield and then a cream tea.

The cancellation illustrated problems in contacting members. The programme was organised too late for the last lecture, and the newsletter was late for booking excursions. A number of members were not contactable by email nor able to search the internet. The single booking form for all excursions was not a success. For 2019, it is hoped to have individual booking forms available early on the internet, in paper form at the last lecture and at NAHRG, and to be emailed in good time to members able to receive them.

Four-day visit to Nottingham, September 2018

Dr Will Bowden masterminded this varied and interesting tour. He guided members round the site of Ancaster Roman Town and later was to explain the history of the castle on its site at Newark. Richard Tyndall invited the group to inspect the ongoing dig in the garden of his home, Ancaster House. Professor John Beckett explained the medieval open field system at Laxton and Dr Gareth Davies of York Archaeological Trust led a walk through the Anglian/Viking borough of Nottingham, looking at the street pattern, and later the castle excavation as well as that of Lenton Priory. Dr Judith Mills led an exploration of the Rock Cemetery. Community Archaeologist Emily Gillott provided a tour of Rufford Abbey. Ellis Morgan guided members round Southwell Burgage Green and the exhibition of finds, while at the Minster, Dr Chris Brooke elucidated details of the architecture and sculptural decoration. There was a visit to examine the caves with prehistoric engravings at Creswell Crags, and finally an excursion to Bolsover Castle with the benefit of notes and guidebooks. 30 members participated resulting in an unexpected profit of £1,434.57 but this was felt to be excessive so refunds to participants of £40 each were made, totalling £1,240.

LECTURES

(open to members and the public) were given in the Town Close Auditorium, Norwich Castle Museum, Saturdays 2.30 pm (summaries of some of these lectures are posted on the Society's website):

- | | |
|--------------|--|
| Jan 6 | Dr Lawrence Billington (Univ. Manchester) <i>The Upper Palaeolithic and Mesolithic of Northern East Anglia: Hunter gatherer communities and the changing landscape c. 12,700-4000 BC</i> |
| Feb 3 | Dr Susan Oosthuizen (Univ.Cambridge) <i>People, Landscape and Economy in the Anglo-Saxon Fenland</i> |
| Mar 3 | Sue Margeson Memorial Lecture: Dr Andrew Woods (York Museums Trust). <i>Silver and the Viking 'Great Army'</i> |

Sept 29	Dr Victor Morgan (UEA) <i>The Ups and downs of Elm Hill: Properties & People</i>
Oct 27	Dr Tess Machling & Roland Williamson, <i>Talking Torcs: East Anglia and Beyond</i>
Nov 10	Josh Pollard & Mark Gillings, <i>Living with Monuments: settlement, monumentality, and landscape in the Neolithic of the Avebury region</i> , (joint lecture with the Prehistoric Society)
Dec 1	Dr Tim Pestell, <i>Norfolk's Gateway to Medieval England: The Norwich Castle Keep Redevelopment Project</i> (joint lecture with NAHRG) Date

	Members	Guests	Other Soc Mems	Total
Sep 29	33	11		44
Oct 27	70	21	3 (PHS)	94
Nov 10	62	5		67
Dec 1	60	7	19 (NAHRG)	96

PUBLICATIONS

Volume XLVII Part IV 2017 of Norfolk Archaeology appeared in late 2018, printed by Barnwells of Aylsham and distributed by a commercial mailing company. The volume was produced by the editors Dr Sarah Spooner and Dr Jon Gregory, and the design work was carried out by Dr Richard Hoggett. The index was produced by Susan Vaughan. Back issues of Norfolk Archaeology are being sold by the City Bookshop, Norwich, with part of the proceeds remitted to the Society. The contents of Volume XLVIII Part I 2018 was worked on during the year.

WEBSITE and SOCIAL MEDIA

A Facebook page has been set up, with Sue Anderson and Sophie Cabot acting as administrators. At the time of writing it has over 300 followers, mostly in the UK, but perhaps only a third in East Anglia. Posting of events has resulted in a high turnout for a number of lectures this year, adverts for which have been shared widely.

A Twitter page was set up at the same time but has fewer followers, only 116 at present, probably because it is less active than Facebook. Most of the followers are local heritage groups or individuals and we hope to build on this in the future.

A YouTube account has also been set up for the group, and one of the most popular lectures of the year, on the Great Ryburgh Saxon burial site, was filmed and is available for anyone to watch. So far it has had 77 views.

NEWSLETTER

Two newsletters were issued this year, in Spring and Autumn. The newsletter was designed using a new booklet format, rather than the old broadsheet style, and seems to have been well received. Topics covered included local society fieldwork reports, lecture programmes and NNAS news.

LIBRARY

In 2018 we added a total of 118 items to the collection. During the autumn of 2018 arrangements were agreed to move the library from 64 The Close to the Norfolk Record Office (NRO) where mobile shelves were installed in part of the area previously used for microfilm readers. The NRO provided two spare cupboards for our office needs and the 'North-East Prospect of Norwich' by Samuel Buck has been hung above our desk.

Simon Kaner of Sainsbury Institute for the Study of Japanese Arts and Cultures (SISJAC) was very supportive and made it possible for us to book time for the days we needed to pack and store crates. He offered to let us continue to meet at 64 The Close, for Council Meetings and to look after the grandfather clock. Gary Tuson and Rachel Farmer of the NRO visited the Library and with valuable help from Clare Haynes, a member of our Council, we made suitable arrangements to accommodate the library in the NRO as near as possible to the current catalogue system. A proportion of the collection will not be on open shelves because of rarity and fragility; it includes most of our illustrations and will be placed in the NRO secure storage for us to call up when needed.

Two hundred crates were ordered from 'Crate central' in Birmingham, and much of the collection was packed by Rachel and Nick Sellwood from the NRO on Monday 4 December and delivered the next day by the removal firm. The new shelves were neither the same length nor the same width, so did not correspond with their positions in No 64. Hence around 20,000 items required a new location number not just on the item itself but also on the file cards and the website. Several people volunteered to assist with the work and this was invaluable in changing the location of the contents of box files as well as starting on the collections. Separate lists are being created on the computer for every collection, and these can be updated more easily when new items are received in the library. Nearly forty letters were sent to inform all the exchange journal societies of our new address.

Digitisation of the Society's archives

Following the successful award of the grant from the Marc Fitch Fund in 2018, the process of digitizing the society's archives; mainly Norfolk Archaeology from 1846 onwards, but also the historic Minute Books and other ephemera, has been continuing. The scanning is now complete, and the next stage of the process is for the digitization working group to examine the options for making this wealth of material available online. Volunteers will be recruited to assist with this process and interested parties should contact publicity@nnas.info to offer their time.

YOUNG ARCHAEOLOGISTS CLUB (YAC)

Norwich Young Archaeologists Club held their usual annual programme of 10 monthly meetings, including a test pitting day with Castor Roman Project, and another at Tasburgh. Other topics included the Paston family, facial reconstruction, industrial archaeology at the site of Norwich City Station and the archaeology of writing. This was supplemented by another successful field walking and metal detecting day as the guests of Sir John White on the Salle Farms Estate. The group now has five regular leaders, including two 'young leaders' who are former members now turned 17. This allows us to accommodate up to 32 children in theory, although the practical limit is 24 and in fact numbers remain steady around 18-20 for most sessions.

In May, two of the group leaders attended the national YAC leaders training weekend in Bedford, where they enjoyed sessions on working with children to record standing buildings, as well as the opportunity to exchange ideas with YAC teams from around the country, and receive updates on policy and best practice from the Council for British Archaeology YAC team.

GRANTS

The Society continues to support local archaeological activities and publications with grants. These are applied for using the Society's grant application form, with letters of support, and then agreed to (or not) by the Trustees. Grants included £1,000 to Norfolk Museums Development Foundation for a display case to house the refurbished statue of Sampson and £5000 to be paid to the Caister Research Fund in five annual instalments of £1,000. One previously approved grant of £2,000 for publication of Late Bronze Age Hoards was paid during the year.

FINANCIAL REVIEW

The financial statements for the year ended 31 December 2018 appear on pages 9 to 15 with the report of the Independent Examiner on page 16. At 31 December 2018 the balance at Barclays Bank on current account was £27,211 and the balance at Leeds & Holbeck Building Society was £16,968. The portfolio was valued at £407,186 and, together with Building Society interest, generated an income of £14,338 for 2018. Total Society income was £24,692 and expenditure £34,719. Net assets amounted to £445,143.

Legacy

On 23rd January 2018 the death occurred of Miss Valerie Mary Garland, a resident of Bury St Edmunds. Miss Garland left the whole of her estate for the benefit of the people and wildlife of Norfolk and Suffolk and the Society was one of five charities to benefit. We expect to receive over £200,000 from this generous bequest.

Reserves policy

The Society's reserves are not restricted and are believed to be sufficient:

- (a) to provide funds to safeguard our service commitment in the event of delays in receipt of, or reduction in, membership subscriptions, or in the event of material unforeseen expenditure.
- (b) to cover expenditure, without which the Society could not function, for a period of 3 years running costs. The Trustees believe that reserves should be at least this level to ensure the Society runs efficiently and meets the needs of its members and the public.
- (c) to provide extra funds which can be designated to specific projects and/or deal with unforeseen emergencies.

Investment policy and objectives

The principle asset of the Society is its portfolio of investments which arise from the sale of a property in central Norwich, originally willed to the Society, which was sold in 2005 realising £270,000. Invested then under discretionary management, the portfolio was valued at 31 December 2018 at £407,186. The portfolio represents the Society's principal reserve, is unrestricted and is considered more than adequate to meet any unexpected call on the Society's funds while meanwhile providing a net income of approximately £10,000 per annum after management charges. It is invested in accordance with the Society's constitution and the Trustee Act 2000. In line with Sections 4, 5 and 15 of that Act, the Trustees have put in place an investment policy document with Investec Wealth & Investment Limited. The overall objectives are to create sufficient income and capital growth to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of, and if possible, enhancement of the value of the invested funds while they are retained. The objectives are to be achieved by investing prudently in a broad range of fixed interest securities, UK and overseas equities which are quoted on a recognised investment exchange, and unit trusts and OEICs (open ended investment companies) which are authorised under the Financial Services and Markets Act 2000.

The investment policy criteria are a balanced return between income and capital at medium risk and a discretionary mandate over a 10 year + time horizon. The portfolio asset allocation falls within broad planning ranges and the performance is measured against a weighted average of the movements in the comparative indices (a bespoke benchmark). There is no investment in unquoted securities. Dividends and interest are paid into the Society's bank account quarterly. The investment policy document agreed with Investec contains the following paragraph:

The trustees reserve the right to exclude companies that carry out activities contrary to their aims or from holding particular investments which damage the Charity's reputation. Trustees expect the fund manager to have considered the suitability of investments of the same kind as any particular investment proposed to be made or retained.

The investment policy document and its arrangements are reviewed regularly by the Trustees.

STRATEGIC PLAN

A working party has been considering a Strategic Plan in the later part of 2018. Working within our core vision and values, we need to increase our capacity so that we can fulfil our mission more effectively. This means

- a) Increasing membership numbers and the reach of our events
- b) Communicating more effectively (with members and more widely) through publications, the press, marketing materials, the website and social media.
- c) Streamlining administration and governance for greater capacity and efficiency (inc. employing someone to help with admin and governance).
- d) Expanding and become more effective in partnerships, which are crucial to all the advocacy and leadership aims of the NNAS. With these partners we can work together to achieve overlapping aims and obtain better value. Partner organisations do, or may in the future, include the Federation, Norfolk Archaeological Trust, YAC, University of East Anglia, Norfolk University of the Arts, a journal publisher, charity/voluntary sector organisations, museums, other county societies.
- e) In some areas, we need more flexible and specialist help, especially in relation to membership management, communication and grant allocation.

The following actions are required

1. Review current governance and administration arrangements
2. Create a communications plan, involving a survey regarding membership services
3. Develop a publications strategy for both print and internet
4. Refine the financial management policy, with regard to capital and expenditure.

Thanks are due to all the officers of the Society for the work they have carried out during the year.

ON BEHALF OF THE TRUSTEES



.....
Edmund G. Perry – Honorary General Secretary,
23rd May 2019

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	2018 £	2017 £
INCOMING RESOURCES			
Subscriptions		8,658	9,384
Investment income	3	14,338	14,832
Sales of publications		97	90
Donations		304	146
Tax refunds		1,295	1,328
Total incoming resources		<u>24,692</u>	<u>25,780</u>
RESOURCES EXPENDED			
Charitable expenditure			
Norfolk Archaeology	4	3,250	9,302
Winter lecture costs		1,088	1,024
Digitisation	5	10,406	-
Library	6	10,901	3,044
Subscriptions and donations		312	312
Grants	7	2,000	3,100
Other expenditure			
Investment management costs		4,027	4,163
Other costs	8	2,735	1,455
Total resources expended		<u>34,719</u>	<u>22,400</u>
Net incoming (outgoing) resources before other recognised gains		(10,027)	3,380
OTHER RECOGNISED GAINS			
Realised surplus on sale of investments	9	57,585	6,160
(Deficit)surplus on revaluation of investments	9	(75,449)	14,720
NET MOVEMENT IN FUNDS		<u>(27,891)</u>	<u>24,260</u>
RECONCILIATION OF FUNDS			
Funds brought forward		473,034	448,774
FUNDS CARRIED FORWARD		<u>£445,143</u>	<u>£473,034</u>

NORFOLK & NORWICH ARCHAEOLOGICAL SOCIETY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2018

	2018 £	2017 £
Net (outgoing)/ incoming resources, before investment movements	(10,027)	3,380
(Decrease)/ increase in creditors	(7,066)	5,177
Decrease in debtors and prepayments	3,266	1,791
Investment management fees paid through capital cash deposit, part of managed funds	4,080	4,120
(Decrease)/increase in bank balances (Barclays and Leeds & Holbeck)	£(9,747)	£14,468

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

- (i) These accounts have been prepared in accordance with Charities SORP [Accounting and Reporting by Charities: Statement of Recommended Practice] and with applicable accounting standards
- (ii) The Society publishes Norfolk Archaeology, a refereed journal, of which one part is published annually. The costs of production and despatch of the part issued for any year is provided for in the accounts of that year together with any recoveries expected from other organisations.

2. MANAGEMENT COSTS, TRUSTEE EXPENSES AND RELATED PARTY TRANSACTIONS

As explained in the trustees' report the management and activities of the Society are directed by the trustees and officers who are in every case volunteers. In consequence there are no staff costs.

Librarian's Expenses, Note 6, and Other Costs, Note 8, include the cost of stationery, postage and sundry supplies and services and the costs of certain other outlays reimbursed to trustees and officers of the society totalling £722.

Mr Trevor Ashwin, formerly a Council member and Society officer, who died in January 2017, supplied typesetting and document design services to the Society in respect of the journal, newsletters, website and library. In 2017 £720 was paid to his estate in respect of services provided in the previous year

3. INVESTMENT INCOME

	2018	2017
	£	£
Building Society interest	8	8
Income from managed investment fund (Note 9)		
Interest from corporate bonds, bond funds and government stocks (fixed interest)	2,623	2,479
Dividends from infrastructure investments	2,096	381
Dividends from UK unit trusts (equities)	6,653	8,519
Income from property funds	2,958	3,445
	<u>£14,338</u>	<u>£14,832</u>

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2018 (continued)

4. NORFOLK ARCHAEOLOGY

	2018	2017
2016 edition, issued January 2018, adjustments		
Printing and typesetting		-1,086
Distribution		288
Recoveries		45
2017 edition, issued December 2018, adjustments		
Printing and typesetting including index	-401	8,595
Distribution		1,900
Recoveries	-80	-440
2018 edition, estimates		
Printing	2,351	
Typesetting	1,000	
Distribution	2,000	
Recoveries	-1,620	
	<hr/>	<hr/>
	£3,250	£9,302
	<hr/>	<hr/>

5 DIGITISATION

During 2018 the Society arranged for the digitisation of all copies Norfolk Archaeology since the formation of the Society and also for past minutes of its Council at a combined cost of £17,530. The cost was reduced by grants from The Marc Fitch Fund totalling £7,124 leaving a net cost to the Society of £10,406.

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2018 (continued)

6. LIBRARY

The Society's library consists of a collection of books, manuscripts, drawings and prints built up over many years, having a considerable but not readily quantifiable value. The Council considers that this collection forms an essential adjunct to the activities of the Society.

Library costs were as follows:

	2018	2017
	£	£
Costs of library move to Norfolk Archive Centre	5,384	
Terminal costs at former premises	1,875	
Donation towards cost of former premises	2,500	2,500
Book purchases	154	143
Librarian's expenses	579	401
Replacement laptop computer	409	
	<u>£10,901</u>	<u>£3,044</u>

7. GRANTS

A grant of £1,000 was approved and paid during the year to Norfolk Museums Development Foundation for a display case to house the refurbished statue of Sampson which formerly stood outside the door of the affectionately named "Sam & Herc" in Tombland. In addition the trustees approved £5,000 to be paid to the Caister Research Fund in five annual instalments of £1,000. The first instalment of £1,000 was paid in January 2019 and is charged in these accounts leaving the further grants to be charged when paid in future years. One previously approved grant of £2,000 was paid during the year.

8. OTHER COSTS

	2018	2017
	£	£
Printing and despatching newsletters, flyers, etc.	1,671	868
Insurance and CBA affiliation	649	407
Secretarial and membership expenses	274	178
(Surplus) on residential excursions	(194)	(250)
Loss on other excursions	145	-
Web site costs	28	-
Accountancy fees	162	252
	<u>£2,735</u>	<u>£1,455</u>

NORFOLK AND NORWICH ARCHAEOLOGICAL SOCIETY

NOTES TO THE ACCOUNTS – YEAR ENDED 31 DECEMBER 2018 (continued)

9. INVESTMENTS

The bulk of the Society's assets are invested under the discretionary management of Investec Wealth & Investment Limited.

Movements on the managed fund during 2018 as reported by the managers, were as follows:

	Cost	Market Value
	£	£
At 31 December 2017	333,461	429,130
Net surplus on sales	57,585	57,585
Management fees paid from invested funds	-4,080	-4,080
Net decrease in values		-75,449
At 31 December 2018	<u>£386,966</u>	<u>£407,186</u>

The net surplus on sale of £57,585 and the decrease in market values of £75,449 have been dealt with in the statement of financial activities on Page 9

Investments quoted on the London Stock Exchange at mid-market price:

	Cost	Market value
Fixed income	41,048	41,933
Equities	34,620	31,889
Property funds	26,455	27,432
	<u>£102,123</u>	<u>£101,254</u>

Investments at the mid-prices prevailing on the valuation date as supplied by fund managers.

Fixed income	54,666	53,337
Equities	169,875	185,972
Infrastructure funds	42,693	49,014
	<u>£267,234</u>	<u>£288,323</u>
Capital cash fund	17,609	17,609
Total of managed invested fund	<u>£386,966</u>	<u>£407,186</u>

Independent Examiner's Report to the Trustees of Norfolk and Norwich Archaeological Society

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2018 which are set out on pages ~~xxxxx~~ 15-21

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

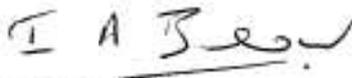
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



I A Barlow FCCA
For and behalf of Sexty & Co
Chartered certified Accountants and Registered Auditors
124 Thorpe Road
Norwich
Norfolk
NR1 1RS

Date: 11/2/2019