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KENT ARCHAEOLOGICAL SOCIETY

ANNUAL REPORT OF THE COUNCIL FOR 2002

The Council of the Society presents its one hundred and forty-fourth report and statement of accounts for the year ending the 31st December 2002.

The Society is established to promote the study and publication of archaeology and history in all their branches, especially within the ancient county of Kent. The Society's activities are carried out throughout the ancient county of Kent. It has no staff and its officers are only paid out-of-pocket expenses. It co-operates with its affiliated societies and the organizations to which it is affiliated or of which it is a member. In particular it co-operates with the Canterbury Archaeological Trust in promotion of education and the Kent Historic Buildings Committee in the protection of historic buildings. Its activities are carried out by the Council, committees and officers.

REVIEW OF THE YEAR

Annual General Meeting: The Society's annual general meeting was held at Maidstone on Saturday 18 May 2002 when the Council's annual report and the accounts for 2001 were accepted and Messrs. Reeves and Neylan were re-appointed auditors. The officers and members of the Council were elected; details are set out below under Legal and Administrative Information. Dr Paul Ashbee, M.A., D.Litt., F.S.A. and Dr Joan Thirsk, C.B.E., B.A., Ph.D. were elected as Patrons of the Society in recognition of their services to the history of the County.

Changes were made to rules 4 and 35 of the Society's rules. These changes allow the Council to delegate the admission of new members and make provision for the appointment of trustees to hold property on behalf of the Society.

Fieldwork: Excavation of the Roman villa site at Abbey Farm, Minster-in-Thamet continued under the direction of Keith Parfitt. Thirty members attended plus members of the Thanet Archaeological Society and the Dover Archaeological Group. The course of the boundary wall was revealed and two new buildings found. Work continued on the reports on the work in previous seasons. Two local groups and one individual were awarded grants for excavations and work on artefacts. Members of the committee have led projects for Young Archaeologists Clubs. The refusal by the Heritage Lottery Fund of a grant to write up unpublished excavations was a severe disappointment and other ways of preparing and publishing these reports are being considered.

Publications: Volume CXXII (2002) of *Archaeologia Cantiana* was published as were parts 7, 8 and 9 (volume 3) in the *New Records Series*. Further substantial progress was made in preparing *An Historical Atlas of Kent*. A records forum, to discuss the publication of records, held in October was well attended. Seven grants totalling £2,150 were made from the Kent History Fund. Under the editorship of Lyn Palmer the *Newsletter* was re-designed with some pages in colour and the number of issues was increased from three to four a year and the average number of pages from 12 to 16.

Churches: There was a well attended series of visits to churches, a Friends meeting house and a synagogue. Work on compiling a database of Kent churches continued slowly and more help would be welcomed. The committee procured the services of an Hon. Architectural Advisor who has already helped four churches. The series in the *Newsletter* on major movements and crises in the history of the English Church continued.

Library and collections: A new web site was established to provide on-line access to the Society's books and visual records catalogues. It will also publish articles on Kent history and archaeology, regulated for academic standard by the Hon. Editor. Volunteers continued work on cataloguing the Gordon Ward collection of papers on Kent towns and villages and the collection of visual records. New acquisitions included books and pamphlets on Kentish places from the library of the late Kenneth Gravett, bought with money from the bequest from Kitty Roome, and a set of the *Journal of the Agricultural History Society* donated by a member. The recently conserved Anglo-Saxon buckets were prepared for display in Maidstone Museum and further information added to the database of the Society's collection there.

Education: The Education Committee continued to support the work of the Canterbury Archaeological Trust's Education Service whose work included the visits programme at *The Big Dig* at Whitefriars, Canterbury, participating in a science day event at Medway and supporting the new archaeology course at the Thanet Day Opportunities Centre. Financial support has been given to work on a proposed new web site which will draw on the architectural records of some 500 churches in the Canterbury and Rochester dioceses and a laptop computer was bought for use in a new museum at a Maidstone secondary school.

Place-Names: The Place-Names Committee continued to assist with preparation for *The Place Names of Kent* to be published by the English Place Names Society under the editorship of Dr Paul Cullen who is academic advisor to the committee. Forms for collection of information were designed and tested. The information would include the origins of a name, its elements and ties to the landscape and the language of the first settlers up to the end of the nineteenth century. A grant was made to the Institute for Name Studies at the University of Nottingham to help establish the Kentish part of the web site *The Key to English Place Names*.

Membership: The Society welcomed 150 new members during 2002 (a record for recent years) and ended the year with a membership of 1,652, a net increase of 40. Following a change in the rules last year, new members are being admitted by the Hon. Membership Secretary. This saves applicants having to wait until their applications are considered at a quarterly Council meeting.

Activities for members: A spring social evening at Lullingstone Castle attended by 75 members included a tour conducted by its owner Mr Harte Dyke. The traditional Christmas social lunch at the Hop Farm Country Park was attended by 60 members who were entertained by the Thomas Clarke Quire with West Gallery church music; that was followed by a visit to the *David Salomon House* at Southborough. The excursion to Derbyshire was the first one of five days and was attended by 33 members. There were half-day visits to Chevening House, Restoration House, Rochester and Gads Hill Place. The winter series of lectures was supplemented by the lectures and workshops in the Society's library. The successful day conferences in conjunction with Canterbury Christ Church College were continued with one in June on Women in Anglo-Saxon and Medieval Society.

Relations with other bodies: The Society appoints members or representatives to a number of other organisations. In particular, it appoints half the members of the Kent Historic Buildings Committee and receives reports from it. Regular reports have also been received from CBA South-East and the Standing Conference on London Archaeology. There was a further meeting of representatives of the county archaeological societies in southern England which provides a useful forum to discuss matters of common interest and learn about what other societies are doing. The Society has regularly been represented at meetings of the Kent History Federation.

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

The accompanying financial statements show the current state of the Society's finances which its Council considers to be sound. They comply with the Council's understanding of the current statutory requirements and the requirements of the Society's rules.

Investments: The trustees seek, in the management of their investments, a balance between income and capital growth. The Finance Committee oversees the management of the Society's investments. The portfolio, managed by Laing and Cruickshank Investment Management Ltd, decreased by 16.7% to £880,998 and currently yields 4.6%. The C.O.I.F. investments, which currently yield 4.2% per cent, fell in value from £73,164 to £57,898.

Reserves: The Council budgets each year to spend a sum considerably in excess of current income and tries to maintain reserves appropriate to allow this to continue. The Society relies on its officers and other members giving their time freely to organise its activities. Without those contributions it would have to spend a substantial sum on salaries.

Allen Grove Local History Fund: The Society administers this Fund which was given in the will of the late Allen Grove. Its objects are to promote research, preservation and enjoyment of local history. These objects are consistent with those of the Society. It is a restricted fund and is invested separately from the Society's other investments. In accordance with the terms of the legacy, decisions on how the fund is to be spent are taken by the Society's officers. During the year eight grants totalling £1,200 were made towards the costs of producing publications on local history and displays at exhibitions.

LEGAL AND ADMINISTRATIVE INFORMATION

The Society is a charity registered with the Charity Commission under number 223382. It is an unincorporated association governed by its rules (published in this volume) and copies of which can be obtained from the Hon. General Secretary. It is also registered as a charity with the Inland Revenue which has made a direction under section 201 of the Income and Corporation Taxes Act 1988 which permits certain members (generally those whose employment is related to the Society's activities) to obtain income tax relief on their subscriptions to the Society; further details can be obtained from the Hon. General Secretary.

The principal address of the Society is **The Museum, St Faith's Street, Maidstone, Kent, ME14 1LH**. However, correspondence should be addressed to the relevant officer.

The governing body of the Society is the Council whose members are its charity trustees and are elected by the members of the Society at its annual general meeting in May each year. During the period covered by this report they were:

P.E. Oldham	President	B.T. Cousins
A.I. Moffat	Hon. General Secretary	P. Cullen ***
R.G. Thomas	Hon. Treasurer	J.M. Hammond **
S. Broomfield	Hon. Membership Secretary	P.A. Harlow
F.H. Panton	Hon. Librarian	R. Higgs *
T.G. Lawson	Hon. Editor	L. E. Ilott ***
J. Saynor	Hon. Excursions Secretary	D. Killingray
M.C.W. Still	Hon. Curator	M.T. Lawrence **
C.W. Chalklin	Vice President	R. F. LeGear
L.D. Lyle	Vice President	A. Miles
E. Melling	Vice President	M. A. Ocock ***
J. Whyman	Vice President	K. Parfitt
D.G. Anstey		R.N. Rolinson
D. Bacchus		R.J. Spain
E. Boast **		A.L. Thompson
D.A.H. Cleggett*		A. F. Ward
E.P. Connell		C. P. Ward

* Denotes re-elected at the annual general meeting on the 18 May 2002; **elected at the A.G.M. on 18 May 2002; ***Retired at the A.G.M. on 18 May 2002.

The officers (other than the Vice Presidents) hold office for one year, the Vice Presidents for seven years and the other members for four years.

The Society's main agents and advisers are:

Bankers: National Westminster Bank plc, 3 High Street, Maidstone, Kent, ME14 1XU.

Auditors: Reeves & Neylan, 37 St Margaret's Street, Canterbury, Kent, CT1 2TU.

Stockbrokers: Laing & Cruickshank Investment Management Ltd, 5 Appold Street, London, WC2A 2DA.

Stockbrokers' nominee company holding the Society's investments: Productive Nominees Ltd, 5 Appold Street, London, WC2A 2DA.

The Society's activities are restricted by the terms of its objects set out elsewhere in this report. In particular its area of benefit is mainly (but not exclusively) the ancient county of Kent which is considered to be the administrative County of Kent, Medway Council and the London Boroughs of Bexley, Bromley, Greenwich and part of Lewisham.

The Society's investment powers are those given by the general law; its rules do not give it any special investment powers. The Council has delegated some of its investment powers to Laing & Cruickshank Investment Management Ltd in accordance with a scheme made by the Charity Commissioners on the 18th April 1994.

A. I. Moffat, *Hon. General Secretary*
on behalf of the Council
22 February 2003

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ABRIDGED FINANCIAL INFORMATION

Statement of Financial Activities for the year ended 31 December 2002

	Unrestricted funds £	Designated fund £	Restricted funds £	Total £	2001 £
Income resources					
Subscriptions	30,111	-	-	30,111	28,908
Life subscriptions	1,160	(1,160)	-	-	-
<i>Archaeologia Cantiana</i> income	850	-	-	850	-
Grants	682	-	-	682	-
Investment income	6,952	39,570	1,550	48,072	49,754
Application of designated fund investment income	39,204	(39,204)	-	-	-
Other income	18,719	-	-	18,719	27,670
Total incoming resources	97,678	(794)	1,550	98,434	106,332
Resources expended					
<i>Direct charitable expenditure:</i>					
<i>Archaeologia Cantiana</i> expenses	20,294	-	-	20,294	39,978
Excursions, Events and Lectures	13,618	-	-	13,618	19,771
Committees' Expenditure	29,072	685	-	29,757	23,521
Newsletters and Information Officer	14,051	-	-	14,051	9,756
Minster training excavation	7,794	-	-	7,794	6,042
Grants	2,900	-	-	2,900	50
Subscriptions to other bodies	202	-	-	202	251
Allen Grove awards	-	-	1,200	1,200	1,600
<i>Other expenditure:</i>					
Fundraising and Publicity costs	-	-	-	-	-
Management and administration	6,187	-	-	6,187	5,909
Investment Management fees	5,506	-	-	5,506	6,927
Depreciation	3,114	-	1,250	4,364	3,653
Total expenditure	102,738	685	2,450	105,873	117,458
Net (outgoing)/incoming resources for the year	(5,060)	(1,479)	(900)	(7,439)	(11,126)
Gains/(Losses) on investments	(16,222)	(164,290)	(93,699)	(189,881)	(258,531)
Net movement in funds	(21,282)	(165,769)	(10,269)	(197,320)	(269,657)
Funds brought forward at 1 January 2002	165,682	995,201	47,908	1,208,791	1,478,448
Funds carried forward at 31 December 2002	144,400	829,432	37,639	1,011,471	1,208,791

There were no recognised gains or losses other than those included in the Statement of Financial Activities.

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Balance Sheet at 31 December 2002

	2002 £	2001 £
Fixed assets		
Tangible fixed assets	7,076	8,595
Investments	1,020,968	1,229,766
	<u>1,028,044</u>	<u>1,238,361</u>
Current assets		
Debtors	13,654	11,931
Cash at Bank and in Hand	12,517	1,171
	<u>26,171</u>	<u>13,102</u>
Creditors, amounts falling within one year		
	42,744	42,672
Net Current Liabilities	<u>(16,573)</u>	<u>(29,570)</u>
Net assets	<u>1,011,471</u>	<u>1,208,791</u>
Funds		
General	144,400	165,682
Designated Funds	829,432	995,201
Restricted Funds	37,639	47,908
	<u>1,011,471</u>	<u>1,208,791</u>

The above figures are extracted from the full Trustees' report and financial statements which have been audited by Reeves and Neylan who gave an unqualified audit report on 24 March 2003. The auditors have confirmed to the Trustees that the summarised financial statements are consistent with the full financial statements for the year ended 31 December 2002. The Trustees' report and financial statements were approved by the Trustees and signed on their behalf on 20 March 2003.

These summarised financial statements may not contain sufficient information to gain a complete understanding of the financial affairs of The Kent Archaeological Society. The full Trustees' report, audit report and financial statements may be obtained from the Kent Archaeological Society, Three Elms, Woodlands Lane, Shorne, Gravesend, Kent DA12 3HH.

Signed on behalf of the Trustees:

P.E. Oldham (President)

R.G. Thomas (Honorary Treasurer)