



<http://kentarchaeology.org.uk/research/archaeologia-cantiana/>

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## KENT ARCHAEOLOGICAL SOCIETY

### ANNUAL REPORT OF THE COUNCIL FOR 2009

*The Council of the Society presents its report and statement of accounts for the year ending 31 December 2009.*

#### ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES & ADVISERS

The Society is a charity registered with the Charity Commission under number 223382. 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 members of the governing body of the Society (which is its Council whose members are its charity trustees) during the period covered by this report were:

|               |                                   |                   |
|---------------|-----------------------------------|-------------------|
| C.R. Pout     | President                         | M. Clinch         |
| A.I. Moffat   | Hon. General Secretary            | I. Coulson        |
| B. Beeching   | Hon. Treasurer                    | M. Berg           |
| S. Broomfield | Hon. Membership Secretary         | K.J. Fryer        |
| F.H. Panton   | Hon. Librarian and Vice President | J.M. Gibson *     |
| T.G. Lawson   | Hon. Editor                       | D.J. Goacher      |
| J. Saynor     | Hon. Excursions Secretary         | P.A. Harlow       |
| M. Still      | Hon Curator **                    | K.H. Kersey       |
| A. Richardson | Hon. Curator ***                  | R.F. LeGear       |
| P.E. Connell  | Vice President                    | S.M. Sweetinburgh |
| P.E. Oldham   | Vice President                    | C.P. Ward         |
| R.G. Thomas   | Vice President                    | S.H. Willis       |

\* Denotes re-elected at the annual general meeting on the 16 May 2009;

\*\* Newly elected at the AGM on 16 May 2009;

\*\*\* Elected as Hon. Curator at the AGM on 16 May 2009, previously an elected member of the Council.

The officers (other than the Vice Presidents) hold office for one year, the Vice Presidents hold office 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 and Neylan LLP, 37 St Margaret's Street, Canterbury, Kent, CT1 2TU

Stockbrokers: UBS AG (London Branch), 1 Curzon Street, London, W1J 5UB

Stockbrokers' nominee company holding the Society's investments: Productive Nominees Ltd, 1 Curzon Street, London, W1J 5UB

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The Society is an unincorporated association governed by its rules which are published in *Archaeologia Cantiana* from time to time 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 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. A list of them is set out above.

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. Its activities are carried out by the Council, committees and officers.

Members of the Council are nominated by the members of the Society and elected at its annual general meeting. The Council does not consider it proper for it to be involved in this process beyond advising members of their right of nomination.

## OBJECTIVES AND ACTIVITIES

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 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.

**Annual General Meeting:** the Society's annual general meeting was held at Maidstone on Saturday 16 May 2009 when the Council's annual report and accounts for 2008 were accepted and Messrs Reeves & Neylan were re-appointed auditors. The officers and members of the Council were elected; details are set out above under Administrative Details. After the formal meeting members heard presentations on changes to the coast of the English Channel, the Dover Bronze-Age Boat project and finally an overview of the activities of the Kent Underground Research Group.

**Fieldwork:** a new community landscape archaeology project in mid-Kent, called *Peopling Past Landscapes* was launched, starting with a study day in Lenham in October 2009. Financial support was again given for post-excavation work on the Abbey Farm Roman villa in order to continue pub-

lication of this site. The committee awarded grants to a number of groups and projects.

**Publications:** the Committee implemented a new policy on publications to reduce cost and risk to the Society. Under this it continues to publish *Archaeologia Cantiana*, the volume for 2009 being distributed to members in mid year, and the New Record series. Other record and source material is now being made available to a wider readership on the Society's website. Books initiated or approved by the Committee are to be handled by commercial publishers. Surplus book stock was sold. The successful entry for the *Hasted Prize* 2009 was a thesis on ecclesiastical architectural history. Grants from the Allen Grove and the Kent History Fund helped assist research and publication of a number of local history studies.

**Churches:** the established series of church visits continued to attract considerable support. Six churches were visited, namely: Faversham and Preston; Addington and Ryarsh; and Dover St Mary and St Margaret at Cliffe. In July a successful Study Day was held at Maidstone on religious and political turmoil of the 17th century.

**Historic Buildings:** the theme of the 2009 Conference at Harrietsham was building in the Tudor period, with Dr David Starkey as guest speaker on the subject of Ightham Motel; his presence brought in a record attendance of well over 100. A collection of high quality architect's drawings, from the estate of the late Robert Crayford, was obtained and the Committee arranged for the deposition in the Society's Archive of those relating to buildings in Kent.

**Library and Collections:** the Library's stock of books and collection of visual records expanded further. Work continued caring for books on the shelves and in store, and cataloguing papers bequeathed to the Society by prominent members. The KAS *Peopling Past Landscapes* project is being supported by a selection of information from the Gordon Ward collection. The newly appointed Hon. Curator indicated that a prime concern would be to bring a selection of KAS-owned artefacts and finds out of store and display them in the three cabinets bought for the KAS's sesquicentennial exhibition.

**Websites:** the Society's two websites continue to flourish and provide a very valuable source for researchers and all interested in the history and archaeology of Kent. The website at [www.kentarchaeology.ac](http://www.kentarchaeology.ac) contains indexes of the Library's contents as well as transcriptions of records, papers on Kent history, archaeological reports and ebooks. The website at [www.kentarchaeology.org.uk](http://www.kentarchaeology.org.uk) has approximately 16,800 web-pages and received up to 1,300 visits a day. During the year, new material was added to Kent maps, tithe awards and schedules, and of monumental inscriptions from Kent churches and their graveyards.

**Education:** the Society continued to work in conjunction with the Canterbury Archaeological Trust and financial support was given for educational work of the Trust for Thanet Archaeology and activities of the North Downs and Canterbury branches of the national Young Archaeologists Club. Through the support of these organizations and the teamwork of those on the Committee it promoted education in archaeology across the county and beyond.

**Place names:** the Committee continued to monitor work on research and publications on place names and, in particular, supported Dr Paul Cullen's work on volume I of *Place Names of Kent*.

**Membership:** total membership at 31 December 2009 stood at 1365 (including individuals and joint members but excluding institutional subscribers and corresponding societies), showing a slight increase over 2008. The Hon. Membership Secretary oversaw the ballot for the post of Hon. Curator in accordance with the rules. Two events were attended to highlight the Society's work: the Kent County Show and the History Weekend at Sissinghurst Castle.

**Other activities for members:** excursions to Pugin's House in Ramsgate, Luddesdown Court and Dode Church were well attended. The popular and informative *Newsletter* continued to be produced four times a year. The lecture series continued to be well attended. Subjects included Conflicts that shaped Europe and Saxon and Medieval London. The Society continued to receive favourable coverage in the media thanks to ongoing public relations activities.

**Relations with other bodies:** the Society appoints members or representatives to a number of other organisations. Regular reports have also been received from the CBA South-East and the Standing Conference on London Archaeology until it was replaced by the new CBA London group and then from the new CBA group. The Society has regularly been represented at meetings of the Kent History Federation.

## FINANCIAL REVIEW

The accompanying financial statements for the year ended 31 December 2009 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 UBS AG (London Branch), decreased by 17.1% and now stands at £1,169,780. They currently yield 3.4%. The C.O.I.F. investments, which currently yield 4.42%, increased in value from £66,375 to £72,233.

**Investment powers:** 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 UBS AG (London Branch) in accordance with a scheme made by the Charity Commissioners on 18 April 1994.

**Allen Grove Local History Fund:** the Society administers the Allen Grove Local History 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 seven grants were made with a total value of £2,960.

**Policy on 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.

**Risk Management:** the Council considered risk management in accordance with the recommendations of the Charity Commission. It was satisfied that it had appropriate precautions and procedures in place to manage risks and will keep them under review.

**Public benefit:** the Council has paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the Society should undertake. The Council considers that some benefits can be more effectively and efficiently delivered through a membership structure which also provides personnel to carry out its work. The main activities undertaken by the Society in order to carry out its objects for the public benefit are:

- Publication of its annual journal, *Archaeologia Cantiana*, the quarterly Newsletter, other occasional publications; and publication of papers and research data on its websites.
- Making information available in its library and by conferences, lectures and courses.
- Providing opportunities to take part in research, e.g. by taking part in fieldwork.
- Making grants to assist others to undertake research or publish the results of research and to promote interest in local history and archaeology.

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.

A.I. Moffat, Hon. General Secretary  
on behalf of the Council

27th February 2010

# ANNUAL REPORT

## Kent Archaeological Society Statement of Financial Activities for the year ending 31 December 2009

|  | 2009             | 2008             |
|--|------------------|------------------|
|  | £                | £                |
| <b>Incoming resources</b>  |                  |                  |
| Income resources from generated funds  |                  |                  |
| Voluntary income   |                  |                  |
| Archaeologia Cantiana grants   | 1,083            | 1,520            |
| Donations  | 90               | 10               |
| Subscriptions  | 34,482           | 33,990           |
| Investment Income  | 44,277           | 54,214           |
| Incoming resources from charitable activities  | 10,215           | 12,388           |
| <b>Total incoming resources</b>  | <b>90,147</b>    | <b>102,122</b>   |
| <b>Resources expended</b>  |                  |                  |
| Costs of generating funds  |                  |                  |
| Investment management fees   | 5,362            | 3,118            |
| Charitable activities  |                  |                  |
| Archaeologia Cantiana expenses   | 18,929           | 19,212           |
| Excursions, Events and Lectures  | 6,819            | 5,726            |
| Committees' Expenditure  | 19,612           | 18,574           |
| Newsletters and Information Officer  | 16,129           | 16,535           |
| Minster training excavation  | 966              | 705              |
| Grants   | 3,700            | 4,000            |
| Subscriptions to other bodies  | 350              | 324              |
| Allen Grove awards   | 2,405            | 250              |
| Other costs  | 11,953           | 10,881           |
| Governance costs   | 4,338            | 4,244            |
| <b>Total resources expended</b>  | <b>90,563</b>    | <b>83,569</b>    |
| <b>Net incoming / (outgoing) resources on day to day operations<br/>before other recognised gains and losses</b> | <b>(416)</b>     | <b>18,553</b>    |
| <b>Net incoming / (outgoing) resources on day to day operations<br/>before other recognised gains and losses</b> | <b>(416)</b>     | <b>18,553</b>    |
| <b>Gains / (Losses) on investment assets</b>   | <b>182,899</b>   | <b>(368,651)</b> |
| <b>Net movement in funds</b>   | <b>182,483</b>   | <b>(350,098)</b> |
| <b>Reconciliation of Funds</b>   |                  |                  |
| Total funds brought forward at 1 January 2009  | 1,181,625        | 1,531,723        |
| <b>Total funds carried forward at 31 December 2009</b>   | <b>1,364,108</b> | <b>1,181,625</b> |

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

**Kent Archaeological Society**  
**Balance Sheet**  
**at 31 December 2009**

|   | 2009             | 2008             |
|---|------------------|------------------|
|   | £                | £                |
| <b>Fixed Assets</b>                                   |                  |                  |
| Tangible fixed assets                                 | 11,194           | 16,862           |
| Investments   | 1,363,058        | 1,185,310        |
|   | <u>1,374,252</u> | <u>1,202,172</u> |
| <b>Current Assets</b>                                 |                  |                  |
| Debtors   | 9,785            | 12,337           |
| Cash at Bank and in Hand                              | 21,706           | 10,528           |
|   | <u>31,491</u>    | <u>22,865</u>    |
| <b>Creditors, amounts falling due within one year</b> | <u>41,635</u>    | <u>43,412</u>    |
| <b>Net current liabilities</b>                        | <u>(10,144)</u>  | <u>(20,547)</u>  |
| <b>Net assets</b>                                     | <u>1,364,108</u> | <u>1,181,625</u> |
|   | =====            | =====            |
| <b>Funds of the Society</b>                           |                  |                  |
| General   | 191,522          | 178,402          |
| Designated Funds                                      | 1,123,124        | 957,459          |
| Restricted Funds                                      | 49,462           | 45,764           |
|   | <u>1,364,108</u> | <u>1,181,625</u> |
|   | =====            | =====            |

The above figures are extracted from the full Trustees' report and financial statements which have been audited by Reeves + Neylan LLP who gave an unqualified audit report on 1 April 2010. 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 2009. The Trustees' report and financial statements were approved by the Trustees and signed on their behalf on 26 March 2010.

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, Holly House, Church Road, Hoath, Canterbury, Kent, CT3 4JT.

Signed on behalf of the Trustees

C. R. Pout (President)  
 B. F. Beeching (Honorary Treasurer)



## COMMITTEES

### *Churches Committee*

P. Lawrence (*Chairman*), Mrs E.M.B. Nussbaum (*Minutes Secretary*), Mrs M. Berg, D.E. Carder, Major I. Corrigan, Mrs J. Davidson, K.J. Fryer, Mrs D.J. Goacher, Dr P. Lee, Mrs J.M. Saynor, Dr S.M. Sweetinburgh, Hon. General Secretary.

### *Education Committee*

I.A. Coulson (*Chairman*), Miss M. Green (*Secretary*), Dr P.B. Bennett, E.P. Connell, S. Edwards, A. Harmsworth, Mrs C. Hodge, Mrs E.A. Palmer, Dr F.H. Panton, C.P. Ward, Hon. General Secretary.

### *Fieldwork Committee*

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### *Finance Committee*

B.F. Beeching (*Chairman*), Mrs S.B. Broomfield, Dr C.W. Chalklin, D.A.H. Cleggett, P.E. Oldham, Dr F.H. Panton, C.R. Pout, R.G. Thomas, Hon. General Secretary.

### *Historic Buildings Committee*

J.H.C. Proudfoot (*Chairman*), M.L.M. Clinch (*Secretary*), E.F. Bates, D.E. Carder, Dr C.W. Chalklin, R.A.C. Cockett, Mrs M.E. Connor, Ms A.D. Davies, P. Draper, Ms B. Gillow, Mrs D.J. Goacher, P. Lambert, C.R. Pout, Mrs J.M. Saynor, Hon. General Secretary.

### *Library and Muniments Committee*

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### *Membership and Publicity Committee*

Mrs M. Lawrence (*Chairman*), Mrs S.B. Broomfield (*Secretary*), Mrs D.J. Cole, E.P. Connell, Mrs K.H. Kersey, Mrs J. Sage, Hon. Membership Secretary, Hon. General Secretary, Excursions Secretary, Newsletter Editor, Press Officer.

### *Place Names Committee*

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### *Publications Committee*

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