



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

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# KENT ARCHAEOLOGICAL SOCIETY

## ANNUAL REPORT OF THE COUNCIL FOR 2012

*The Council of the Society presents its report and statement of accounts for the year ending 31 December 2012.*

### 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:

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

\* Retired at the Annual General Meeting (AGM) on 19 May 2012

\*\* Elected Vice President at the AGM on 19 May 2012

\*\*\* Re-elected at the AGM on 19 May 2012.

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 1XUU

Auditors: Larkings (SE) LLP, 31 St George's Place, Canterbury, CT1 1XD

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 HM Revenue & Customs which has made a direction under section 201 of the Income and Corporation Taxes Act 1988. This 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 Canterbury on Saturday 19 May 2012 when the Council's annual report and accounts for 2011 were accepted and Larkings (S.E.) LLP were appointed as auditors. The officers and members of the Council were elected; details are set out above. After the formal meeting members enjoyed presentations by Dr Sheila Sweetinburgh on Church Study Days, Mike Clinch on the formation of the Industrial Archaeological Committee and Peter Clark who gave the latest news on the Boat 1550 BC project.

**Fieldwork:** in June a Community History and Archaeology committee was formed led by Dr Pat Reid. As a subgroup of the Fieldwork committee, it will contact local groups to ascertain possible activities such as the provision of themed conferences, study days and training sessions.

A variety of fieldwork project activities and reports have been undertaken, continued and supported by the Committee and Society throughout the year. Grants were awarded to a number of individual projects and groups, including Ted Connell to examine finds from the Eccles Villa Dig, whilst Maidstone Area Archaeological Group, Shorne Woods Archaeology Project and the Wychling, Doddington and Newnham Historical Research Group received financial support. A Roman lead scroll from the excavation at East Farleigh has also been conserved.

**Publications:** volume 132 of *Archaeologia Cantiana* was published in June but with a reduced 'Kent bibliography'. Cumulative indexing of volumes 110 to 120 was completed and put on line, and a new indexer sought for volumes 121-130. Papers on the *Wotton Survey*, and *The lost tapestries of Knole* were published on [www.kentarchaeology.ac/](http://www.kentarchaeology.ac/). *Kent Records New Series* will only be published on-line in future. The committee supported the establishment of a new research and publication fund for investigating and promoting further studies into Kent's past.

**Churches:** the established series of visits continued including Tonbridge School chapel and parish church; Hinxhill and Wye parish churches, and the Sikh Temple in Gravesend. A Study Day was held at Holy Trinity, Folkestone in April; *The Oxford Movement and its Legacy*. The Churches Committee webpage was expanded and it can be accessed from the main Society website.

**Historic Buildings:** the Historic Buildings Committee held a Conference in October 2012 which concentrated on the Cinque Ports. Several visits have been made to Watlingbury to examine buildings which are either not listed but should be, or which are incorrectly listed. Several discoveries have been made. A study day at the Agricultural Museum at Brook attracted an attendance of more than 80 people.

**Industrial Archaeology:** this Committee has met three times and has planned the South Eastern Region Industrial Archaeology Conference. Kent has a rich and varied industrial past and it is the intention of the committee to ensure that the record is not lost.

**Library and collections:** the Library has continued to enlarge its holdings and its unique collection of books, pamphlets, journals, ephemera and visual records of Kentish archaeology and history, through donation,

purchase and a mutual exchange scheme with other local, national and international Historical and Archaeological Societies. Groups of volunteers met in the Library on Wednesday and Thursday mornings. The Visual Records group has continued to digitally record the Society's images. A selection of material from the collection *Hop Picking in Kent*, was put on the website. Further images from the hop gardens of Kent were used in the research for an episode of Channel 4's programme, *Restoration Man*. Work continues on the recording and indexing of research bequeathed to the Society by past members including those of Anne Roper; the index to these papers is now online. The Library continues to provide the Society's venue for committees and for meetings or courses available to members and for the general public.

**Hon. Curator:** conservation of a range of artefacts from the Society's collections is now well underway at CSI: Sittingbourne. The work, funded by the Society and assisted by the Library committee, has proven timely; many of the iron objects from the Anglo-Saxon cemeteries at Bifrons and Sarre are in urgent need of attention. In the last year, there have been some great opportunities to raise the Society's profile whilst advertising Kentish archaeology and conservation at the leading edge of public engagement. Items exhibited, which belong to the Society but which are rarely seen in public, include some Bronze Age ornaments from Aylesford as part of the touring exhibition *Beyond the Horizon* – the museum exhibition of the Boat 1550 BC project which will eventually relocate to Dover Museum. It is hoped that future initiatives will provide further opportunities for both members and the general public to access, engage with, and appreciate the Society's collections.

**Websites:** the Society's two websites continue to flourish, providing a valuable resource for researchers and all interested in the history and archaeology of Kent. The websites have received a new front page with greater use of images and more modern graphics.

[www.kentarchaeology.ac](http://www.kentarchaeology.ac) comprises details from a selection of the Society's collections and many original research items. The transcription of the Wotton papers continues to receive publicity and good media reports. Details of unpublished archaeological reports are also available to assist researchers.

[www.kentarchaeology.org.uk](http://www.kentarchaeology.org.uk) provides information on the structure, activities and meetings of the Society, together with a members' research section of over 18,800 web pages. Work on the Christopher St John Breen Roman and Medieval Pottery Archive continues.

**Education:** the Committee has supported a number of high profile projects. Canterbury Archaeological Trust's Archaeology in Education Service (CAT, AES) received grants awarded in 2012. The Society is well represented through their work and AES continues to offer a county-wide loans box service, classroom support and web publications to schools. The Society supported events at Maidstone Museum and the Powell-Cotton Museum during the National Festival of Archaeology and the annual Dig held at Bradstow School in Broadstairs. Other activities supported included survey and excavations at Perry Wood, Field Work Methods sessions in association with the University of Kent at Canterbury and a Basic Archaeology course for the Isle of Thanet Archaeological Society. An excavation project at Lyminge was supported by the Society through CAT. A major contribution has also been made to the *A Town Unearthed* project, with schools on-site, in the classroom and at Folkestone Museum and the development of resource kits. The North Downs and Canterbury branches of the national Young Archaeologist Club (YAC) receive support from the Society.

**Place names:** a one-day conference took place at Rochester on 3 November 2012. The speakers included Dr Paul Cullen of the Bristol Centre for Linguistics at the University of the West of England, whose work now includes locative surnames related to Kent. Dr Cullen also gave two well-received talks at the newly-opened Kent History and Library Centre in Maidstone, on 12 May and 7 July. The latter was part of a BBC event, *The Great British Story: People's History of Kent*. Dr Cullen also hosted a 'Surnames Clinic', which was very popular. It is hoped that all of these events raised awareness about Kent place and surnames beyond the traditional audience.

**Communications:** the Communications Committee replaced the Membership and Publicity Committee. The new Committee researched and implemented the new, updated, Society logo, and assisted in the new front end design for the Society websites. An Information Technology audit is being undertaken. After much consideration and research a new membership software package has been chosen and this will be in place soon.

### ***Other activities for members***

**Newsletter:** the popular and informative Newsletter was produced four times this year.

**Courses in History:** two courses in history have been offered by Dr Jacqueline Bower on behalf of the Society in the library on Mondays: *Anglo Saxon England and Jutish Kent, c.400-1066*; *Renaissance*,

*Reformation and Reaction in Europe 1453-1720.* Both courses have been well attended by both members and the general public.

*Press Releases:* a closer relationship between Committees and our Hon. Press Officer has been developed in 2012. The resulting Press Releases have therefore been well-timed and opportune, providing and communicating information on projects and achievements to communities beyond KAS membership.

*Relations with other bodies:* the Society appoints members or representatives to a number of other organisations. Regular reports have been received from the Council for British Archaeology South East which had an annual general meeting and conference – *Policing the Past*; and the Council for British Archaeology, London. The Society has regularly been represented at meetings of the Kent History Federation.

### ***Future plans***

*Challenges and Opportunities for 2013:* the immediate future continues to provide challenges to improve communications with members and improve administrative efficiency. All committees are encouraged to recruit new members whilst ensuring the continuity of expertise provided by long-standing members. Succession planning for Officers of the Society is in hand.

*Business Planning:* the Society continues to explore the potential of new media to modernise its image; increase public benefit and membership; to generate income and contain the costs of publishing the Newsletter and *Archaeologia Cantiana*. By reducing overall costs it is hoped to continue a full programme of activities without the need to increase the annual subscription.

## FINANCIAL REVIEW

The accompanying financial statements for the year ended the 31 December 2012 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), increased by 6.7% and now stands at £1,248,001. They currently yield 3.3%. The C.O.I.F. investments, which currently yield 4.3% increased in value from £72,556 to £79,299.

**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 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, six grants were made with a total value of £2,600.

**Policy on reserves:** the Council has budgeted each year to spend a sum considerably in excess of current income.

**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. 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 comprise:

- Publication of its annual journal *Archaeologia Cantiana*, the quarterly *Newsletter*, and other occasional publications.
- Publication of papers and information on historical and archaeological research on its websites.
- Making information available in its library and by conferences, study days and lectures to members and non-members.
- Granting aid to others to undertake research or publish research results, provide educational programmes, and 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 a substantial sum would be spent on salaries.

***Trustees' responsibilities statement – unincorporated charity:*** the trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities Statement of Recommended Practice
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for

safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions:

P.W. Stutchbury, Hon. General Secretary  
on behalf of the Council

18 May 2013

**Kent Archaeological Society**  
**Statement of Financial Activities**  
**for the year ending 31 December 2012**

	2012 £	2011 £
<b>Incoming resources</b>		
Income resources from generated funds		
Voluntary income		
Archaeologia Cantiana grants	360	179
Donations	265	372
Subscriptions	31,767	34,241
Investment Income	45,613	45,063
Incoming resources from charitable activities	5,617	8,296
<b>Total incoming resources</b>	<b>83,622</b>	<b>88,153</b>
<b>Resources expended</b>		
Costs of generating funds		
Investment management fees	1,772	6,185
Charitable activities		
Archaeologia Cantiana expenses	18,368	20,628
Excursions, Events and Lectures	8,128	4,812
Committees' Expenditure	38,312	25,815
Newsletters and Information Officer	18,864	18,385
Grants by Council	2,500	2,500
Subscriptions to other bodies	368	350
Allen Grove awards	2,600	1,850
Support and other costs	4,686	4,236
Governance costs	3,693	4,196
Other resources expended	(7,704)	0
<b>Total resources expended</b>	<b>91,589</b>	<b>88,957</b>
<b>Net incoming / (outgoing) resources on day to day operations before other recognised gains and losses</b>	<b>(7,967)</b>	<b>(804)</b>
<b>Net incoming / (outgoing) resources on day to day operations before other recognised gains and losses</b>	<b>(7,967)</b>	<b>(804)</b>
<b>Gains / (Losses) on investment assets</b>	<b>87,306</b>	<b>(88,702)</b>
<b>Net movement in funds</b>	<b>79,339</b>	<b>(89,506)</b>
<b>Reconciliation of Funds</b>		
<b>Total funds brought forward at 1 January 2012</b>	<b>1,365,706</b>	<b>1,455,212</b>
<b>Total funds carried forward at 31 December 2012</b>	<b>1,445,045</b>	<b>1,365,706</b>

**Kent Archaeological Society**  
**Balance Sheet**  
**at 31 December 2012**

	2012 £	2011 £
<b>Fixed Assets</b>		
Tangible fixed assets	2,168	2,314
Investments	1,460,918	1,364,304
	<b>1,463,086</b>	<b>1,366,618</b>
<b>Current Assets</b>		
Debtors and Prepayments	10,720	15,884
Cash at Bank and in Hand	26,694	33,326
	<b>37,414</b>	<b>49,210</b>
<b>Creditors, amounts falling due within one year</b>	<b>45,455</b>	<b>50,122</b>
<b>Net current liabilities</b>	<b>(8,041)</b>	<b>(912)</b>
<b>Net assets</b>	<b>1,445,045</b>	<b>1,365,706</b>
<b>Funds of the Society</b>		
General	181,707	184,161
Designated Funds	1,209,694	1,131,540
Restricted Funds	53,644	50,005
	<b>1,445,045</b>	<b>1,365,706</b>

The Trustees' report and financial statements were approved by the Trustees and signed on their behalf on 22 March 2013.

The full Trustees' report, audit report and financial statements may be obtained from Kent Archaeological Society, Holly House, Church Road, Hoath, Canterbury, Kent, CT3 4JT.

Signed on behalf of the Trustees

I. A. Coulson (President)

B. F. Beeching (Honorary Treasurer)

**Independent Auditor's Statement to the trustees of Kent Archaeological Society**

We have examined the summarised financial statements for the year ended 31 December 2012 set out on pages A1 to A2.

**Respective responsibilities of the trustees and the auditor**

The trustees are responsible for preparing the summarised financial statements in accordance with applicable United Kingdom law and the recommendations of the Charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full annual financial statements and the Trustees' Annual Report.

We also read other information contained in the annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board.

**Opinion**

In our opinion the summarised financial statements are consistent with the full annual financial statements and the Trustees' Annual Report of Kent Archaeological Society for the year ended 31 December 2012.

Larkings (S. E.) LLP  
Chartered Accountants  
Statutory Auditor  
31 St. George's Place  
Canterbury, Kent  
CT1 1XD

Dated 25 March 2013.

## COMMITTEES

### *Churches Committee*

Mrs M. Berg (*Chairman*), Dr P. Lee (*Minutes Secretary*), D.E. Carder, Major I. Corrigan, Mrs J. Davidson, K.J. Fryer, R.J. Hedley Jones, Mrs B. Hedley Jones, Dr T. Huitson, Mrs C. King, Mrs J.M. Saynor, Dr S.M. Sweetinburgh, Hon. General Secretary.

### *Communications Committee*

Mrs S.B. Broomfield (*Chairman and Membership Secretary*), Mrs K.H. Kersey (*Vice Chairman*), Mrs D.J. Cole (*Secretary*), Mrs E.A. Palmer (*Vice Secretary*), C. Broomfield, E.P. Connell, Mrs M. Lawrence, Dr F.H. Pantton, Mrs J. Sage, Hon. Membership Secretary, Hon. General Secretary, P. Tritton (*Press Officer*).

### *Community History and Archaeology Committee*

Dr P.M. Reid (*Chairman*), A. Mayfield.

### *Education Committee*

E.P. Connell (*Chairman*), Miss M. Green (*Secretary*), Dr P.B. Bennett, M. Crowther, A. Guinness, A. Harmsworth, G. Moody, Mrs E.A. Palmer, Dr F.H. Pantton, Hon. General Secretary.

### *Fieldwork Committee*

K. Parfitt (*Chairman*), A.J. Daniels (*Vice Chairman*), A. Mayfield (*Secretary*), Miss E. Boast, Mrs S.B. Broomfield, V. Burrows, E.P. Connell, Dr G. Cramp, Miss E. Dyson, Dr M.R. Eddy, Mrs L.M.D. Feakes, Ms J. Jackson, R.F. LeGear, Dr P.M. Reid, C.P. Ward, Dr S.H. Willis, Hon. Curator, Hon. General Secretary.

### *Finance Committee*

Hon. Treasurer (*Chairman*), Mrs S.B. Broomfield, Dr C.W. Chalklin, Dr F.H. Pantton, A.G. Webster, Hon. General Secretary.

### *Historic Buildings Committee*

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

### *Industrial Archaeology Committee*

J.M. Preston (*Chairman*), M.L.M. Clinch (*Secretary*), S. Bowen, Dr P.H.G. Draper, D. Gordon, R.M. Howells, P. Jardine-Rose, N. Kelly, R.F. LeGear, M. Munro, Dr F.H. Pantton, A. Percival.

### *Library and Muniments Committee*

Hon. Librarian (*Chairman*), Mrs P. Richards (*Secretary*), D.G. Anstey, E.P. Connell, J. Dickson, M.A. Perring, Mrs J. Sage, J. Walters, Hon. General Secretary, Hon. Curator, Hon. Treasurer.

### *Place Names Committee*

Dr M. Bateson (*Chairman*), Mrs V. Barrand-Davies (*Secretary*), Dr P. Cullen (*Academic Advisor*), Mrs Z. Bamping, Mrs B. Burchell, E.P. Connell, Dr G. Cramp, P.A. Harlow, Mrs M. Lawrence, Ms I. Shub, Mrs A.L. Thompson, C.P. Ward, Hon. General Secretary.

### *Publications Committee*

Prof. D. Killingray (*Chairman*), P.L. Tann (*Secretary*), D.G. Anstey, Mrs M. Bennell, Dr C.W. Chalklin, P.R. Clark, Dr P.H.G. Draper, Dr M.R. Eddy, Dr E.C. Edwards, Ms E.A. Finn, Dr F.H. Pantton, Mrs D. Saunders, Hon. Editor, Hon. General Secretary, Hon. Treasurer.