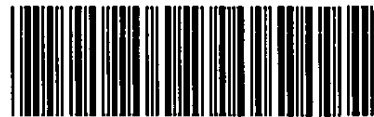


**REGISTERED COMPANY NUMBER: 1276976 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 505609**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013  
FOR  
THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST  
LIMITED**

FRIDAY



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16/08/2013

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COMPANIES HOUSE

Graham Paul Limited  
10/12 Dunraven Place  
Bridgend  
CF31 1JD

**THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2013**

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# **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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### **Legal and administrative information**

#### **Name**

The name of the organisation, which is a limited company with charitable status, is The Glamorgan-Gwent Archaeological Trust Limited

#### **Status**

The Trust is a registered company limited by guarantee not having a share capital [No 1276976] and a registered charity [No 505609]

#### **Address**

The address of the registered office of the Trust is -

Heathfield House  
Heathfield  
Swansea  
SA1 6EL

#### **Trustees**

The Trustees are registered as Directors of the Company and as such their report serves as the Statutory Directors' report. Since there is no share capital, the Directors do not hold any beneficial interest in the company.

The following were the Charity's Trustees on the 31 March 2013 and were also registered as Directors of the Company -

Mr GW Gregory  
Dr P Guest  
Ms JK Howell (from 27 November 2012)  
Professor RC Howell  
Mr RJ Hutchings  
Dr MRT Lewis  
Mr MP Locock  
Mr WL Mitchell (from 7 November 2012)

In the reporting period Professor R C Howell (until 17 November 2012) and Dr M Lewis (from 17 November 2012) served as Chair of the Board of Trustees.

The following persons resigned as Trustees during the year -

Mr DG Davies (26 October 2012)  
Professor WH Manning (17 November 2012)  
Dr PV Webster (17 November 2012)

#### **Officers**

Mr AG Marvell continued to serve the Trust as Chief Executive Officer

# **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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The Heads of Section were -

Dr EM Evans (Heritage Management)  
Mr CN Maylan (Archaeological Planning Management)  
Ms C Jones (Historic Environment Record)  
Mr R Lewis (Projects)  
Mrs C Wilson (Administration)

### **Company Secretary**

Mr AG Marvell is appointed by the Board of Trustees to serve as Company Secretary

### **Additional advisers**

During the year ended 31 March 2013 the Trust received specialist advice in the management of its affairs from -

#### Auditors

Graham Paul  
10-12 Dunraven Place  
Bridgend  
CF31 1JD

#### Bankers

NatWest Bank plc  
9 Belle Vue Way  
Swansea  
SA1 5BZ

#### Insurance Brokers

Towergate Insurance, Fareham  
Funtley Court,  
Funtley Hill,  
Funtley,  
Fareham  
PO16 7UY

#### Solicitors

Morgan Cole LLP  
Bradley Court  
11 Park Place  
Cardiff  
CF10 3DR

The re-appointment of Graham Paul as auditors to the Trust was duly approved at the Annual General Meeting held on 17 November 2012

### **Governing Instrument**

The purpose of the body, its organisation and the powers and duties of governance are set out in the Memorandum and Articles of Association of Glamorgan-Gwent Archaeological Trust Limited

The governing document was signed by subscribers to the Memorandum on 12 August 1976. The company was formally incorporated on 13 September 1976 and registered with the Charity Commission shortly afterwards.

### **GGAT HER Charitable Trust**

The Glamorgan-Gwent Archaeological Trust created the GGAT HER Charitable Trust on 31 January 2008. The purpose of the body, its organisation and the powers and duties of governance are set out in the GGAT HER Charitable Trust Deed. There are two Trustees: the Glamorgan-Gwent Archaeological Trust and Mr A Hopkins.

The Trust transferred material forming the Historic Environment Record at the point of creation and has made subsequent transfers annually each January. Management of the record has been undertaken by The Glamorgan-Gwent Archaeological Trust and actions are reported in the main body of this report.

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## **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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#### **Composition**

The Trust is comprised of members and Trustees. Only members may hold office as a Trustee. The number of Trustees is presently limited to a minimum of four and a maximum of nine. The number of members is currently limited to a minimum of four and a maximum of one hundred and ten. Membership of the Trust is by invitation of the Trustees. Membership is personal and incapable of transfer.

#### **Membership**

The total number of members not being Trustees at the 31 March 2013 was 85.

#### **Appointment of Trustees**

Subject to giving appropriate notice any member may be proposed for election to Trusteeship at any General Meeting. The Board of Trustees seeks to fill any vacancy by way of appointment. Such appointments are ratified by the membership at the next Annual General Meeting. In filling any vacancies the Board of Trustees looks to widen the range of available expertise.

#### **Trustee training and induction**

Prior to appointment new Trustees are provided with a job description and information packs detailing Trust constitution, structure, key current objectives, and copies of recent Annual Reports and Accounts, as well as literature on the responsibilities of being Charity Trustees. Each new Trustee is required to make a signed declaration of commitment and qualification for Trusteeship. An induction includes a detailed review of company/charity structure and organisation, staffing, policies, financial management and control practices, forward strategies and immediate work programme. Documents are provided in a digital handbook. Trustees are made aware of the wide range of guidance available from the Charity Commission in both hard copy and digital forms.

#### **Organisation**

The Board of Trustees as permitted by and in accord with the Articles of Association manages the business of the Trust. In 2012-2013 seven meetings of the Board were held. The GGAT HER Charitable Trust met twice. Senior staff members attended these meetings.

The Trustees voluntarily contribute their unpaid time and expertise to the charitable objectives of the Trust. The extent of this contribution is not reflected in the Trust's financial statements, but the Trust is dependent upon the services and expertise provided by its Trustees, together with the valuable advice and specialist contribution of individual members.

Some members of the Trust have very detailed knowledge and expertise in Historic Environment matters. Others may have a more general interest but bring in skills from other disciplines.

The composition of the present Board comprises Trustees with experience and knowledge of the practice of the archaeology by National and Local Government, in Universities and in the professional archaeological sector, and also archives and record management, museums, town planning, law, and third sector engagement.

The Trust currently employs twenty-seven permanent staff, including three (all part-time) in a specific administration role, other staff may be employed on a short-term contract basis and volunteers assist with some works. The majority of the staff are graduate qualified archaeologists, who bring a wide range of skills, knowledge of the discipline, and experience, to the work of the Trust.

The Trustees are responsible for determining and approving any amendments or changes to the Trust's strategies, policies and financial and administrative controls. The day-to-day management of the Trust is carried out by the Chief Executive Officer and Heads of Sections, who may not work outside of the agreed

## **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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policies, controls and strategies, but are charged with delivering agreed works, and, where changing circumstances require, preparing proposals for consideration in respect of improvements or additions

Senior staff review and plan programmes of work and report back to the Board of Trustees on progress against agreed forward plans

#### **Relationships with similar organisations**

The Trust is one of four similar organisations in Wales, each covering a distinct geographical area (the others being The Clwyd-Powys Archaeological Trust Ltd, The Dyfed Archaeological Trust Ltd and The Gwynedd Archaeological Trust Ltd) The four organisations are sometimes collectively known as the Welsh Archaeological Trusts The Trusts share identical charitable objectives and meet at all levels collectively or partially to discuss issues of mutual interest

However, they are not part of any larger organisation and when response or comment or approaches are made in regard to any issue in pursuit of the charitable objectives these are made as individual organisations

#### **Investment authority & restrictions**

The authority of the Trust and the extent of the powers of the Trustees to act are set out in the Articles and Memorandum of Association In furtherance of the object for which the Trust is established the Trust is allowed to invest the moneys of the Trust not immediately required for its purposes in or upon such investments, securities or property as may be determined from time to time subject to conditions or consents imposed or required by law providing that where the Trust shall take or hold any property which may be subject to any trusts it shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts

#### **Policies**

The Trustees' policy is to establish a position where the Trust holds sufficient reserves to meet the liability of the Trust On advice the Trustees consider that a standing reserve of at least three months costs should be established and this is a current goal Once this is achieved and against a background of sufficient operational liquidity the policy will be reviewed to consider particularly whether the scope should be extended so that reserves can be identified against other specific needs

#### **Funds**

The Trust has no designated material funds

#### **Funding sources**

The Trust has derived both restricted (grants) and unrestricted funds from public bodies, unrestricted funds from private bodies and corporations, and donations Much of the funding is directed at different types of activity, thus one funding source will allow an excavation to be carried out, another will allow an outreach initiative to be pursued, another an advisory service to be retained

Expenditure has primarily allowed the Trust to employ the staff to carry out the services and works as defined in the Memorandum and Articles of Association through which the object of the charity is achieved

In overall terms charitable activity expenditure was reduced Employment costs continued to be the most notable area of specific expenditure in the reporting period This was slightly enlarged on the previous year as a result of an increase in workplace learning provision Reductions in site investigations lead to a reduction in related costs In most other charitable activities expenditure areas costs were driven downwards, but there were increases in light and heat due to rising prices and the cold spring, increases

## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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in library, subscriptions and staff were planned in the 2012-13 budget. There were a number of increases in management support costs as the Trust extended activity following period of tight austerity, but at 3.8% overall this was not exceptional.

#### **Risk review**

The Trustees are aware of their responsibility to assess risks to the Trust and to implement appropriate measures to reduce such risks. Actions taken in 2012-2013 are reported below followed by comment on potential future risks.

#### *Amelioration Actions*

#### Finance

In February 2011 the Trust agreed a seven-year time-to-pay arrangement with HMRC in respect of a historic tax liability. The Trust has been able to carry out various actions to enable the acceleration of the payment of the debt which was settled in November 2012.

The Trust has maintained its covenant with the Archaeological Organisations Pension Scheme. A long-term plan to allow the recovery of the scheme deficit, approved by the Pension Regulator, has been continued. The Trust alongside other contributing employers has entered into discussions with the Trustees of the Archaeological Organisations Pension Scheme with a view to closing the scheme to new members by the end of 2014.

The Trust's Financial Procedures were amended in May 2013 following a standard review undertaken in March 2013. Most of the adjustments made reflected changes in working practices as result of systems and technical support improvements. During the reporting period all supervisory staff were provided with re-fresher training in these procedures.

The Trust increased its bank accounts provision.

The Trust has continued to seek to diversify its funding base, whilst strengthening relationships with existing providers. Exploration of other funding avenues that will continue to allow the Trust to increase engagement with the community within which it resides will continue to be made in 2013-2014.

#### People

Staff retention continued to be stable and there was a slight increase in permanent full-time equivalent staff numbers. During the year additional employees were recruited on short term contracts to assist excavations at Monmouth School. Three persons were also employed on formal workplace training contracts under schemes administered by the Council for British Archaeology and the Institute for Archaeologists.

The Trustees continued to implement the formal organisation wide training plan agreed in March 2009. The plan was reviewed in March 2013 and adjusted in the light of experience.

In order to ensure that it can safely undertake outreach to the whole community within which the Trust carries out its work, the Trust has continued to ensure that staff are given relevant training. The Trust is pleased to note that the level of individual professional accreditation has improved.

The Trust continued to improve its voluntary support network, and schemes such as the Arfordir (Coastal Monitoring) and Access to Archaeology (Digitising Grey Literature) have been particularly useful vehicles in this respect.

#### Information Technology

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# **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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The Trustees adopted a new IT Strategy in March 2011, this has continued to be implemented during 2012-2013, with both hardware and software upgrades

Linked to information technology improvements have been enhancements to electronic data management particularly with the Historic Environment Record but also with other information sets

### Professional Standing

The Trust status as an organisation entered on The Institute for Archaeologists' Register of Archaeological Organisations (RAO 15) was renewed for a further two-year period to run from April 2012 following an inspection in June 2011. The Registration was made with no recommendations for improvements. A summary return was made to the Institute in March 2013.

### Health & Safety

The Trust achieved CHAS and Worksafe accreditation. The Trust has continued to employ Santia Consulting Ltd as its specialist Health & Safety Consultant. The last audit by the consultant found that 'There is a robust Health and Safety Management System in place' and that 'careful consideration had been given by the Trust in improving and maintaining the organisation's Safety Management System (SMS)'. The Trust's Health & Safety Committee has continued to oversee the implementation of systemic and other improvements to the Trust's Health & Safety systems.

### Data and Archives

The GGAT HER Charitable Trust holds the Historic Environment Record for the area covered by the former counties of the three Glamorgans and Gwent. Following establishment, transfers of material by the Glamorgan-Gwent Archaeological Trust to the GGAT HER Charitable Trust are made annually thorough execution of a deed. The last transfer was made on the 25th January 2013. There have been no transfers from the record to other depositories.

The digital record is run on a system GGATHMS (GGAT Heritage Management System), which allows both off-site and on-line operability. The system has been developed in partnership with the other Welsh Archaeological Trusts whose Historic Environment Records are held on the same software platform. These records are held on a common server and are downloaded to each of the Trusts each day. They are backed up at each location with the dual back-ups held off-site. The system has a public front-end, which was launched in 2010.

A number of Historic Environment Record Policies were updated and a new copyright policy and copyright guidance document was produced. In addition, a draft Rights Management Policy and Protocols document was produced along with a Rights Management Database to manage copyright and other IP information relating to data, photographs, reports and other material held by the Historic Environment Record.

The Trust has continued a programme of refreshing the packaging of paper and photographic records held by the GGAT HER Charitable Trust and improved storage conditions. This work will continue in 2013-2014. Funding from Cadw has allowed the Trust to use volunteers in digitising 'Grey Literature', updating associated primary and event records and making these reports available as linked digital documents. Work has now been completed for reports pre-dating 1995.

The Trust adopted the draft National Standards for Wales for Collecting and depositing Archaeological Archives (2009) and going forward has complied with these standards. The Trust has set up a committee of Trustees and key senior staff to look at best ways of improving existing storage for both long term and short term collections and for securing long term deposition with appropriate repositories for the latter. In 2012-2013 the Trust improved the management of the collections that it temporarily holds and transferred the archives from three excavations to permanent storage in Swansea Museum.



## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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#### Other considerations

The Trustees considered the implications of proposed changes to national Government organisation and proposed legislation and associated regulation and strategies and particularly those pertinent for the management of the historic environment

#### *Future risks*

#### Finance

Over the past few years the Trustees have reviewed and enhanced systems, and put in place measures to ensure regular performance checks, audit, updating and upgrading. They have also developed a reflexive Forward Strategy to enable continued delivery in changed circumstances. Going forward these measures set a management context.

A significant portion of the Trust's income is derived from public sector grants. It is known that these will come under particular pressure over the next few years, and although negotiations have taken place to ensure that key historic environment services are sustained, related funding may be lost. Whilst other sources of project funding may be secured, realisation will continue to be dependent on securing shares in a market that is unlikely to see much growth.

The Trust will continue to ameliorate resourcing risk or at least allow some buffering through the pursuit and establishment of a diversified funding strategy. This will include widening sources of grant-funding and considering routes for improving levels of donation and sales income streams. Nevertheless it is likely that for the foreseeable future activity will need to be managed in a flat, if not reduced, income framework.

#### People

The delivery of the Trust's charitable object requires people with appropriate skills and knowledge. We will continue to look to strengthen the capability of our staff through further investment in both formal and work-place training, and through encouraging and supporting Continuous Professional Development.

The Trust needs to demonstrate public engagement. It can do this by the diverse means allowed in our Memorandum of Association. In recent years the Trust has worked hard to improve its base of volunteers and we expect to improve both the numbers of persons engaged with us and the range of experiences that can be offered. We will explore whether we can strengthen this process by achieving the Investing in Volunteers Standard.

A key area of our work is to provide learning and work experiences, and we will continue to ensure that we have the staff and means to maintain delivery of our offer. We will review whether there are other routes that could widen our delivery.

#### Information Technology

In delivering our object we need both to be able to hold information securely and then make it accessible. Much of this information is now held on digital platforms, in addition to our core systems there are some that we share ownership (eg in addition to our own systems Archwilio) and others (eg various social media) that we utilise.

The Trust needs to ensure on a continuing review basis the appropriateness and security of systems on which the Trust's data is held and that our Intellectual Property Rights and Copyright privilege over our assets are not compromised.

The Trust will be carrying out a further IT Strategy review in 2013-2014 and needs to ensure that its background data is protected within contracts and other agreements through effective policies and controls.

## **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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#### Professional Standing

For the Trust to be able to undertake primary purpose trading as part of activities specified in the memorandum it is advantageous for it to do so from a position as a body recognised by the Institute for Archaeologists, maintaining such formal recognition is a priority

#### Health and Safety

The Trust recognises that those who work for it whether as employees and volunteers, and those who come into contact with the Trust whether in a professional or business capacity or as a visitor or as a participant in an activity or event have a right to expect to do so safely

We shall continue to keep our health and safety policies and systems under review and take appropriate specialist consultancy advice implementing improvement or enhancement measures as necessary. We shall also seek to maintain formal recognition (eg CHAS) that we have appropriate systems in place to carry out certain works and provide necessary training to our operatives and information to our visitors

#### Data and Archives

The data that we hold and maintain is of great importance in ensuring both effective management of the historic environment, research into and about the past, and the dissemination of informed advice to support learning and engagement in communities. We have protected our core data through the creation of the GGAT HER Charitable Trust and have taken steps to ensure that digital records are secured (multiple back-up methods and locations) and that related paper and photographic records are held in stable conditions. Subject to funding these, when digitised, may be transferred to permanent repositories. We will continue to make particular efforts in making key information available on-line including making grey literature available through Archwilio

The Trust as permitted currently holds archaeological material and records from past excavations that will eventually be stored in permanent depositories. We are fully aware that in the current economic climate there are may be various pressures on such depositories and their future capability and capacity. We have been, and will continue to be, engaged at both United Kingdom and Wales national levels on this issue. In particular, we will continue to take measures to ensure effective management of temporarily held project archives through management of content and condition, and supporting the development of national standards for Welsh archaeological archives through assisting the work of the National Archaeological Archives Panel for Wales, and, particularly, reviewing issues around legacy and delayed deposit-ready archives and related matters

#### Historic Environment

The Trust has had, and expects to continue to have, a key role in the management of and access to the Historic Environment of Wales. The Trust recognises that proposed legislative and structural changes coupled with reduced central funding will change the context within which we deliver our object

We will continue to advocate the importance of what we do and, following consideration of best approaches, provide informed advice as to how our offer can continue to be effectively delivered in changing circumstances

#### **Public Benefit**

The Trustees are aware of their responsibilities in ensuring that the Trust delivers identifiable benefits to the public in accord with the established object and permitted activities. Our report on activity sets out the range of works that we do for the audience in our nominated geographic area, but which can be relevant to others further afield. Risk review (above) has been directed to ensure that we can continue to function efficiently and that the data we have assembled and hold, or that is held by the GGAT HER Charitable Trust, can be easily accessed and that staff have the necessary qualifications, knowledge, experience and

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## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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skills to deliver associated services. Our Forward Strategy (below) is founded on Public Benefit delivery principles and sets out more fully what we have achieved in the past year and what we intend to do in the future.

#### **Charitable Object**

The object for which the Trust is established is to advance the education of the public in archaeology. The means by which it may do this are set out in the Memorandum of Association and include the undertaking of archaeological works, the provision of archaeological advice, the publication of the results of such work, and the safekeeping of archaeological materials and records. The intention is that the works of the Trust will lead to a better understanding of the importance of our archaeological and historic heritage, the need for it to be protected or recorded, and for this information base to inform future activity.

The objects of the GGAT HER Charitable Trust are for the benefit of the public to advance the education of the public in archaeology by promoting and undertaking the creation, maintenance, repair, up-dating, safe keeping, dissemination and publication of records relating to archaeology and the historic environment. The means by which it may do this are set out in the GGAT HER Charitable Trust Deed and include the safe keeping of records, materials and objects resulting from archaeological work and where appropriate to arrange for their eventual deposition, the promotion of the objects of the charity through various forms of publication, to promote and carry out research and to provide advice.

#### **Activity**

##### *Forward Strategy*

The current Forward Strategy has a reflexive design with operational objectives developed and delivered through five key Strategic Objectives. The strategy is annually reviewed and as appropriate objectives may be replaced or expanded. The last review took place on 22 March 2012. Copies of the Forward Strategy and the latest reviews and strategic plans are available on the governance pages on our website [http://www.ggat.org.uk/about\\_us/charitable.html](http://www.ggat.org.uk/about_us/charitable.html).

##### *Strategic Objectives*

The identified strategic objectives are:

1. Fostering Public Understanding
2. Improve Access and Engagement
3. Discovery and Research
4. Developing the Trust
5. Archive Care & Deposition

Reporting of activity is made against the delivery of these objectives.

##### Fostering Public Understanding

The Trust continued to promote its role and assets. The Trust arranged and carried out an outreach programme (see <http://www.ggat.org.uk/education/english/outreachevents.html>) including specific events linked to the Festival of British Archaeology (<http://ggat.wordpress.com/2012/07/>, <http://ggatblog.blogspot.co.uk/2012/07/damp-but-not-disheartened.html?view=classic>) and attendance at the National Eisteddfod (<http://ggat.wordpress.com/2012/08/>, <http://ggatblog.blogspot.co.uk/search/label/National%20Eisteddfod>) and other collaborative events with Cadw (at Neath Abbey), and Caldicot Castle (Bronze age themed activities), the programme also included a series of guided walks. Relevant pages of the website were updated and work was commenced on re-designing the website with a view to a re-launch in 2013, links with Welsh Council for Voluntary Action (<http://www.wcva.org.uk/>) were strengthened. Exhibitions were mounted at a number of venues across South Wales, and leaflets delivered to pick-up points.

## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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The Trust raised awareness of the Historic Environment through advocacy. It provided advice to a wide range of regulatory and non-regulatory bodies on a range of matters pertinent to the Historic Environment. Particular input was given to the Glastir Agri-environment scheme. The Trust responded to several consultations including Historic Environment Advice for Wave and Tidal Energy, Establishment of Wales Natural Resources Body, Local Historic Environment Conservation Services in Wales, Welsh Government's Communities, Equalities and Local Government Committee's Inquiry into Welsh Government's Historic Environment Policies, Cadw's Community Archaeology Framework, Ministerial Priorities for the Historic Environment of Wales, Sustaining a Living Wales Green Paper.

Trust staff continued to be involved in the development of Local Development Plans throughout Southeast Wales. The fourteenth annual forum with the Unitary Authorities that are located in South Wales was held in February 2013.

Attendance on the following local groups/forums was maintained - Caerleon Research Committee, The Gower Countryside Management Forum, Severn Estuary Forum (and the related Severn Estuary Levels Research Committee, Severn Estuary Partnership, Severn Estuary Coastal Group), Uplands Committee, Caldicot Castle and Country Park Advisory Group, Swansea Built Heritage Forum, Bridgend Heritage and History Forum, Gower Area of Outstanding Natural Beauty Partnership Group and others, staff also served on the steering group for the Gower Landscapes partnership, the Hafod and Morfa Copperworks Project Steering Group, and the Swansea & Brecon Diocesan Advisory Committee (personal capacity), staff also attend various working committees taking forward thematic or topical issues at which Cadw, Royal Commission on Ancient and Historical Monuments in Wales and the Welsh Archaeological Trusts normally form the core bodies, in particular the Welsh Historic Environment Strategic Co-ordination Board and related sub-groups concerning Records, Public Engagement, Survey & Investigation and Heritage Management.

The Trust looked at ways of developing communications links. The website content was increased. Our relationship with the National Trust was strengthened and links with several new community heritage groups were established. In collaboration with the other Welsh Archaeological Trusts and with specialist consultancy advice a joint communications strategy was prepared.

#### Improve Access and Engagement

The Historic Environment Record under the joint Welsh Archaeological Trusts' branding Archwilio (<http://www.archwilio.org.uk/>) was enhanced with new information, a specification to develop an Archwilio app was agreed with the University of Glamorgan and work commenced with a view to a launch in the summer of 2013. New events data has been added, new sites and polygons have been created as result of assessment projects and a review undertaken of assets held in woodland that will be managed through the Glastir programme, a programme to provide better access to grey literature in the Historic Environment Record was commenced and reports have been checked, digitised, and linked to new or amended records, more than 250 reports are now available through Archwilio. Direct access to the Historic Environment Record is now established for Merthyr Tydfil County Borough Council, Rhondda Cynon Taff County Borough Council, Brecon Beacons National Park Authority, and download on-demand facility set up for Cardiff County Council, and further discussions are to be held with Bridgend County Borough Council, Monmouthshire County Council and Cardiff County Council.

The website was expanded to include the review of Cadw grant-aided projects in the past year) and the blogging (via Blogger and Wordpress) and news items elements increased with the pages restyled and refreshed, access to information is now also delivered through Facebook, Issuu, Tumblr, Instagram, and for professional exchange Linked In, presence on Scribd, Flickr, and Youtube has been maintained, and short notices are posted through Twitter.

Reporting in various media coverage was maintained, particularly as result of discoveries made during the excavations at Ynysfach Ironworks, as well as newspaper articles there have also been live radio interviews (2) and TV coverage (1). Discovery & Learning 12 was produced and widely distributed and with Discovery and Learning 11 was mounted as an i-paper on Issuu. Leaflets describing works at

## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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Ffos-y-Fran and Merthyr were produced in-house and another on the trail from Loughor to Llandeilo Talybont was put together with partners, exhibition boards that describe the importance of the archaeology of World War Two Airfields were also produced

The Trust continued to deliver its specific outreach goals for 2011-2015 and in particular enhanced its community archaeology provision in part as a partner to the Council for British Archaeology Community Archaeologists Training scheme under the Heritage Lottery Fund Skills for the Future programme. The Trust secured a further placement with Round 2 of this scheme which is focused on youth engagement (16-25) and will last until October 2013.

The third strand of the Arfordir project has been successfully carried out with new groups established in the Vale of Glamorgan (Llantwit Major, Penarth) to complement those working in Gower, Swansea Bay and Kenfig/Merthyr Mawr. Regular support has been given to the groups involved with projects at Morganstown Motte Radyr, Caerphilly Woods, Mumbles Hill, Llanrumney Hall, Penrhys, Gwaelod y Garth, and Clyne.

The Trust continued to develop other training and placement opportunities. Four school students had work-experience fasters, and links with Cardiff and Swansea Universities were strengthened. The Trust has continued to be a partner to Cardiff University in hosting an Arts and Humanities Research Council Doctoral research studentship, and has worked closely with Swansea University on its Copper Industry initiative (<http://www.welshcopper.org.uk/en/Cu@Swansea.htm>), and also with Swansea University we have utilised their American Exchange Programme Placement and hosted two work experience placements under the Key Heritage Skills Programme.

#### Discovery and Research

The Trust carried out regional wide monument, historic landscape and other surveys.

The Trust continued a study of Medieval and Early Post-Medieval sites and monuments as part of a pan-Wales threat-led monument assessment exercise supported by Cadw. Detailed work was carried out in respect of Windmills, Early Extraction Sites, and Forges. The Trust completed assessments of World War Two Airfields and their environs. It also carried out a Historic Landscape Characterisation study of Northeast Gower and a pilot study of changes to Historic Landscape Character areas, using examples in Merthyr Tydfil first created in 2002.

The Trust undertook 113 projects in connection with investigation and recording works in response to land use change. The Trust completed fifteen of the new projects were desk-based assessments, seven were field evaluations or excavations, five were surveys, and nineteen watching-briefs.

The most notable works were further excavation excavations of Medieval and Roman remains in Monmouth. The Trust undertook post-excavation assessment and analysis works. Post-excavation study and analysis was progressed in respect of Ffos-y-Fran, Neath Roman Fort and environs, Ynysfach Ironworks, and Vulcan House Brewery.

The Trust continued to encourage, support and assist investigation and research into the historic environment in Southeast Wales. Staff provided professional training and gave advice to archaeological contractors and others undertaking investigations in Southeast Wales. The Trust enhanced and maintained the regional Historic Environment Record and distributed record data and supplementary information on enquiry.

#### Developing the Trust

The Trust continued to improve human resource capability through training. In order to improve recognition and standing, the Trust continued to develop professional networking and accreditation.

At a United Kingdom wide level the Trust continued to be part of the Association of Local Government

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## **THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

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Archaeological Officers (ALGAO) UK and the Federation of Archaeological Managers and Employers. This has been widened at committee level to include the Institute for Archaeologists Council and Registered Organisation and Wales /Cymru Committees, and, as an observer, the ALGAO England Planning & Legislation Committee. Trust is also represented on ALGAO Cymru Committee. The Chief Executive continued to represent the Welsh Archaeological Trusts on the Welsh Housing, Regeneration and Heritage Minister's Historic Environment Group and also sits on the National Panel for Archaeological Archives in Wales.

The Trust made improvements to its finds processing facility.

#### Archive Care & Deposition

The Trust continued to repackage and re-house negatives, prints and slides forming part of the Historic Environment Record photographic collection and created related databases. Archives from excavations carried out in Swansea over the past decade were transferred to Swansea Museum.

For new projects a copy of all project reports in PDF format is now produced as a matter of course and older 'grey literature' (1200+ reports) is gradually being digitised. More than 250 reports were digitised.

#### **Future plans**

The delivery of the Trust's Forward Strategy over the next few years will be made against a background of changing legislation (Heritage, Planning, Environment and Sustainable Development Bills are planned for Wales) and potentially changing organisational frameworks.

#### Fostering Public Understanding

The Trust intends to continue to promote the role and assets of the Trust through having an accessible presence at public events in its defined outreach program including a presence at the 2013 Festival of Archaeology, producing information summaries of role, purpose and assets in various media, but particularly through re-launched website, mounting exhibitions at more venues and deliver leaflets and other 'pick-up' outputs to more collection points, using the Welsh Archaeological Trusts' Communications strategy for promotional campaigns.

It plans to continue to raise awareness of the Historic Environment through advocacy by responding to government consultations, providing advice to a wide range of regulatory and non-regulatory bodies on a range of matters pertinent to Historic Environment interests, holding an annual forum with Unitary Authorities, and participating in steering groups and other fora.

The Trust hopes to develop and maintain public communication channels by improving its website content and through continuing to expand channels to other online media. It will be seeking to improve formal links with other voluntary bodies in the historic environment sector at National and more particularly local level, and explore possibilities for collaborative working.

The Trust intends to disseminate information about the Welsh Historic Environment through improving website content (particularly in terms of past excavation / project information and data including re-usable content), publishing newsletters (e-developed), giving lectures to various groups, societies, conferences, producing and distributing Discovery and Learning13 booklet.

#### Improve Access and Engagement

The Trust will facilitate access to Historic Environment data through improving available on-line access to the Historic Environment Record, enhancing the record to an agreed program and through in-house development using grants and volunteer support. It intends to increase numbers of reports available on-line through Archwilio and to continue to implement Historic Environment Record audit recommendations. Trust staff will explore with Unitary Authority stakeholders options for providing direct

## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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access to the full Historic Environment Record digital data

The Trust expects to promote and provide pathways to Historic Environment information through re-vamping services information on its website and provided through leaflets, delivering Glastir historic environment advisory service to farmers, ensuring historic environment information is provided to Natural Resources Wales, Statutory Undertakers, Crown Estates, Church in Wales and other bodies operating outside of the normal planning control regimes

The Trust expects to deliver and expand Community Archaeology provision through development of site specific community projects and undertaking a specific recording project at Neath Abbey, hosting third Council for British Archaeology sponsored Heritage Lottery Fund Skills in the Sector Community Archaeologist Training Placement to conclusion, supporting various Community Heritage Groups, progressing transfer of running of Arfordir project to participating groups, developing potential local heritage exploration project in Community First areas, contributing to development of Community Archaeology Frameworks, exploring with County Voluntary Organisations / Services best pathways for delivering outreach in their respective communities

The Trust will continue to deliver and expand training and workplace opportunities through facilitating workplace opportunities for school students, fostering links and work experience opportunities with local universities/colleges including support for Arts and Humanities Research Council supported projects/placements, continuing to support and look to secure further work-place learning opportunities, developing National Vocational Qualifications Assessor potential

The Trust will continue to deliver and expand lifelong learning opportunities through continuing discourse at national/local level to identify pathways/opportunities linking in with Historic Environment Group actions and particular focus on Child Poverty, developing provision of learning materials / factsheets

The Trust expects to increase Welsh Language Use To enable this to happen it will review current policies, identify additional areas of language duality in presentation and documents, and continue to support staff learning

The Trust will encourage, support and manage volunteering through reviewing policies and guidance, ensuring existing deliveries are maintained, and specifically continue to facilitate volunteering opportunities and expand Historic Environment Record support volunteer base, networking to partnering umbrella and support bodies, developing oversight on inputs and impact

#### Discovery and Research

The Trust will be undertaking assessments of granges of medieval and early post-medieval date and of World War One sites It will continue with undertaking assessments of sites affected by agri-environment including forestry works The Trust anticipates continuing to undertake desk-based assessments, watching-briefs, field evaluations, surveys and excavations in advance of or by way of mitigation for the effects of land-use change

The Trust intends to progress post-excavation assessment and analysis on excavation results from Castle Street Cardiff, Wilkinson Site Gwent Europark, Ffos-y-Fran Merthyr Tydfil, Ewenny Quarry, Neath Roman fort and environs, Ynysfach Ironworks, Monmouth School

The Trust will continue to encourage, support and assist investigation and research into the historic environment in Southeast Wales through undertaking an archaeological planning management service (inc Local Development Plan works) for the Unitary Authorities in Southeast Wales, through providing access to the regional Historic Environment Record and advice from support staff to researchers, and through supporting the Arfordir Coastal monitoring project

# THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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### Developing the Trust

The Trust intends to improve human resource capability through recruitment and training by continuing to implement the agreed training plan and provide the support and training to ensure staff undertake Continuous Professional Development planning and logging effectively, ensuring that identified needs arising from Professional Development Reviews are met, and reviewing ways of linking staff development to use of archaeology National Vocational Qualifications

The Trust expects to improve standing and recognition through professional networking and accreditation by ensuring continued representation on, at, or to Professional Bodies at local and national level (Institute for Archaeologists, Federation of Archaeological Managers and Employers, Association of Local Government Archaeological Officers, Historic Environment Group), and exploring non-profession specific accreditations (eg Investors in People) and implementing where feasible works to deliver these

In order to improve operational capacity it intends to devise a further IT strategy and update equipment and software, review the suitability of the constitution and corporate structure for future needs and implement other stability and capacity enhancing measures. It intends to establish environmental sample processing facility and maintain professional and other accreditations

### Archive Care & Deposition

The Trust intends to improve archive storage for its records and those held by the GGAT HER Charitable Trust through re-packaging and cataloguing of non-digital photographs

The Trust will effect transfers of archives and revise policies. It will continue to digitise retained data and make key information available on-line including making grey literature available through Archwilio

The Trust intends ensure effective management of temporarily held project archives through management of content and condition and support the development of national standards for Welsh archaeological archives through supporting the work of the National Archaeological Archives Panel for Wales and particularly to review issues around legacy and delayed deposit-ready archives and related matters

### **Members (as at 31 March 2013)**

Mr A Aberg  
Dr JR Alban  
Mr C A Andrewartha  
Dr IE Anthony  
Ms L Ashton  
Mr A Babbidge  
Mr G Beaudette  
Mrs K Beaudette  
Mr JS Betts  
Mr O Blackmore  
Mr RJ Brewer  
Mrs VT Caple  
Ms B Cardy  
Mr SH Clarke  
Ms A Cluysenaar  
Mr M Culliford  
Mr BW Davies  
Mr GD Davies  
Miss ME Davies  
Dr JP Davis  
Mr RS Dean  
Mrs GM Dickason

Mr JM Dickason  
Mr JE Edwards  
Dr MR Fordy  
Dr D P Freeman  
Dr M Gray  
Mr EJ Griffith  
Dr M Griffiths  
Professor RA Griffiths  
Mr A Gwilt  
Mr P Henry  
Mr EC Hill  
Mr E Holland  
Mr JG Hookings  
Mrs C Hutchings  
Dr MJ Isaac  
Mr BLI James  
Mr C James  
Mrs M James  
Mr AL Jones  
Ms B Kerr  
Dr JA Kissock  
Mr JK Knight



## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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Dr A Lane  
Mr SW Lane  
Mrs P Lewis  
Mr KWB Lightfoot  
Mrs CJ Llewellyn  
Mr P Llewellyn  
Mr C Lyes  
Professor WH Manning  
Mr H Middleton-Jones  
Mrs C Newman  
Dr R Newman  
Dr PT Nicholson  
Mr RF Olding  
Mr HS Owen-John  
Dr EJ Owens  
Dr GCT Page  
Mr J Parkhouse  
Mr R Parmiter  
Dr J Pollard  
Miss A Rainsbury  
Dr M Redknap

Mr SC Rutherford  
Mr D Sanders  
Mrs P Sharpe  
Mr R Sharpe  
Mr NT Slater  
Mr J Sorrell  
Mr K Standing  
Mr PG Strong  
Mr HJ Thomas  
Mrs KA Thomas  
Ms K Thomas  
Mr L A Toft  
Mr R Trett  
Miss S Twigg  
Miss EA Walker  
Mrs M Walker  
Mrs J Webster  
Dr P Webster  
Mr SC White  
Dr E Wiliam

#### Staff

Chief Executive Officer	Mr A G Marvell BA FSA MIfA
Administration Officer	Mrs C Wilson
Administration Assistant	Mrs A Fry
Secretary	Mrs B Rees
Senior Heritage Manager	Dr E M Evans BA PhD FSA MIfA
Archaeological Planning Manager	Mr N Maylan BA MIfA
Archaeological Planning Officers	Ms C Gerrard BA MIfA, Mrs J Doyle BA MIfA
HER Manager	Ms C Jones BSc MSc MIfA
Heritage Officer	Mrs S Hill BSc
Outreach Officer	Mr P Huckfield BA
Head of Projects	Mr R Lewis BA MIfA
Project Manager	Mr R Roberts BA
Project Officers	Mr R Dunning BSc, Ms R Hart BSc MA, Mr M Tuck
Assistant Project Officers	Ms R Bowden BA, Ms C James BA PlfA, Mr A Sherman BA AlfA
Project Archaeologists	Mr M Austin BA, Ms H Bowden BA MSc, Ms F Bowen BA, Mr J Burton BA PlfA, Mr J Crawford BA MA PlfA, Ms K Dowding, Ms L Goldsmith BA, Ms E Gonzalez-Suarez BA MA, Ms E Graham BA AlfA, Ms C Halford BA, Ms S Lewis BA, Mr J McQueen BA, Ms T Miller BA, Ms A Powell BSc Msc, Mr G Rees BA, Mr D Rouse, Mr A Shobbrook BA
CATP	Mr S Pamment BA, Mrs J Bailey Bsc MA
IfA WPL	Dr G Parker BA MSc PhD AlfA
Illustrator	Mr P Jones PlfA

#### Educational Placements

In addition to the Council for British Archaeology sponsored Community Archaeology Training Placement (CATP) and the Institute for Archaeologists sponsored Workplace Learning Placement both supported under the Heritage Lottery Fund Skills for the Future programme, the Trust was able to provide other learning workplace experience support and is grateful to the participants for their efforts Ms Alice Forward BA (Arts and Humanities Research Council), Ms Kimberley Dowding (University of Bradford Undergraduate Gap Year), Ms Sarah Caldero and Mr Robert Uehara (Swansea University Exchange

## THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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Scheme), Ms Rose Hedley and Ms Eleri Evans (Swansea Key Heritage Skills Project), Mr Richard McCoy (Go Wales Academy)

#### **Volunteers**

In addition to the services freely given to the Trust by its members and Trustees the Trust is grateful to the following persons for voluntary services during the reporting period

#### Accessing Archaeology

Callum Allsop, Sarah Baker, Teri Brewer, Sara Clements, John Cooper, Isobelle Davis, Emily Gal, Paul Griffin, Susan Medwell, David Priestley, Ann Protheroe, Miles Thomas

#### Arfordir

Louise Ashman, Pennie Ayres, Jim Bostock, Phil Davies, Corinne Evans, James Evans, Alison Finch, Rebecca Fisher, Ian Fraser, Leigh Forman, Steven George, Huw Gosling, Jan Jeffery, Chris Jones-Jenkins, Tony Hodge, Sam Howard, Merryn Johnson, Amanda Knowles, Chris Laurence, Hilary Laurence, Helen Mills, Paul Minton, Pat Moloney, Chris Neuss, Geoffrey Neuss, Rob Pritchard, Anne Redd, Georgia Rees, Andrew Richards, Fiona Richards, Margaret Grace Scott, Brenda Sheal, Roger Sheal, Marie Sheppard, Mel Stewart, Christine Thomas, Kathryn Thomas, Philip Thomas, Vivienne Thompson, Sue Ware, Derek Willmot

#### HER Work

John Andrews, Terence Avery, Bob Dean, Chris James, Hedley Jones, John Robertson, Lawrence Sutton

#### Margam Park

Sarah Baker, Conall Boyle, Maggie Cornelius, Isobelle Davis, James Evans, Bob Hardwick, Ruth Hopkins, Julian Jakes, Sally Jones, Jeffery Lewis-Jones, Paul Minton, Andrew Richards, Fiona Richards, Marie Richards, Gloria Rowles, John Robertson, Ray Savage, Kay Thomas, Roy Thomas, Andy Vollans

# THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Glamorgan-Gwent Archaeological Trust Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

### AUDITORS

The auditors, Graham Paul Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting

### ON BEHALF OF THE BOARD



A G Marvell - Secretary

Date 24 July 2013

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

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We have audited the financial statements of The Glamorgan-Gwent Archaeological Trust Limited for the year ended 31 March 2013 on pages twenty to twenty nine. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page seventeen, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees



B G Scott FCA (Senior Statutory Auditor)  
for and on behalf of Graham Paul Limited  
10/12 Dunraven Place  
Bridgend  
CF31 1JD

Date

24<sup>th</sup> July 2013

**THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	140,797	-	140,797	109,717
Investment income	3	1,050	-	1,050	-
<b>Incoming resources from charitable activities</b>					
Other Curatorial Services	4	10,413	-	10,413	20,790
Grant Aided Work		-	383,161	383,161	335,227
Other Archaeological Projects		484,418	-	484,418	585,234
Exceptional items		-	-	-	188,425
<b>Total incoming resources</b>		<b>636,678</b>	<b>383,161</b>	<b>1,019,839</b>	<b>1,239,393</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Grant Aided Work	5	-	384,399	384,399	949,375
Other Archaeological Projects		557,920	-	557,920	-
<b>Governance costs</b>	7	<b>7,613</b>	<b>-</b>	<b>7,613</b>	<b>7,531</b>
<b>Total resources expended</b>		<b>565,533</b>	<b>384,399</b>	<b>949,932</b>	<b>956,906</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		71,145	(1,238)	69,907	282,487
<b>Gross transfers between funds</b>	17	<b>(4,144)</b>	<b>4,144</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources</b>		<b>67,001</b>	<b>2,906</b>	<b>69,907</b>	<b>282,487</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>246,078</b>	<b>-</b>	<b>246,078</b>	<b>(36,409)</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>313,079</b>	<b>2,906</b>	<b>315,985</b>	<b>246,078</b>

The notes form part of these financial statements

**THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

**BALANCE SHEET  
AT 31 MARCH 2013**

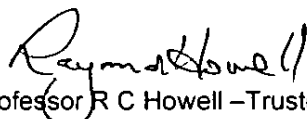
	Notes	Unrestricted funds £	Restricted funds £	2013 Total funds £	2012 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	15,861	-	15,861	16,284
<b>CURRENT ASSETS</b>					
Debtors	13	162,549	-	162,549	361,494
Cash at bank		<u>354,622</u>	<u>2,906</u>	<u>357,528</u>	<u>426,105</u>
		517,171	2,906	520,077	787,599
<b>CREDITORS</b>					
Amounts falling due within one year	14	(219,953)	-	(219,953)	(557,805)
<b>NET CURRENT ASSETS</b>		<u>297,218</u>	<u>2,906</u>	<u>300,124</u>	<u>229,794</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>313,079</u>	<u>2,906</u>	<u>315,985</u>	<u>246,078</u>
<b>NET ASSETS</b>		<u>313,079</u>	<u>2,906</u>	<u>315,985</u>	<u>246,078</u>
<b>FUNDS</b>	17				
Unrestricted funds				313,079	246,078
Restricted funds				<u>2,906</u>	-
<b>TOTAL FUNDS</b>				<u>315,985</u>	<u>246,078</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 24 June 2013 and were signed on its behalf by



Dr M R T Lewis -Trustee



Professor R C Howell -Trustee

The notes form part of these financial statements

# THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

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### 1. ACCOUNTING POLICIES

#### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

#### **Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable

- Investment income is included when receivable

#### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

#### **Allocation and apportionment of costs**

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Plant and machinery etc	- 33% on cost and 15% on reducing balance
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#### **Taxation**

The charity is exempt from corporation tax on its charitable activities

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

#### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease



# THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

### ACCOUNTING POLICIES - continued

#### Pension costs and other post-retirement benefits

Pensions are provided by means of a funded defined benefit scheme and annual contributions are based on qualified actuarial advice. The expected cost of providing pensions is recognised on a systematic and rational basis over the expected remaining service life of each member of the scheme.

The pension scheme is a multi-employer scheme and the actuarial reports do not enable each charity to identify its share of the underlying assets and liabilities on a consistent or reasonable basis. As a result the charity is unable to comply with the full provisions of FRS 17. Disclosure is made as if the scheme were a defined contribution scheme although additional disclosure is made of the overall group scheme's funding position and assumptions used in arriving at funding levels.

#### VAT

The Trust registered for VAT during the year ended 31 March 2010 under the partial exemption scheme. Incoming resources are shown net of VAT in the SOFA where appropriate. Resources expended are shown individually gross of VAT with input VAT shown as a separate recoverable amount.

### 2. VOLUNTARY INCOME

	2013 £	2012 £
Curatorial Services UA Support	102,681	99,809
Donations and other income	<u>38,116</u>	<u>9,908</u>
	<u>140,797</u>	<u>109,717</u>

### 3. INVESTMENT INCOME

	2013 £	2012 £
Deposit account interest	<u>1,050</u>	<u>-</u>

### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2013 £	2012 £
Other Curatorial Services	Other Curatorial Services	10,413	20,790
Grants	Grant Aided Work	383,161	335,227
Other projects	Other Archaeological Projects	484,418	585,234
Exceptional items	Exceptional items	<u>-</u>	<u>188,425</u>
		<u>877,992</u>	<u>1,129,676</u>

**THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - continued**

Grants received, included in the above, are as follows

	2013 £	2012 £
CAPT	31,008	-
RCAHWW	29,930	29,610
CADW	<u>322,223</u>	<u>305,617</u>
	<u>383,161</u>	<u>335,227</u>

**5 CHARITABLE ACTIVITIES COSTS**

	Direct costs £	Support costs (See note 6) £	Totals £
Grant Aided Work	269,281	115,118	384,399
Other Archaeological Projects	<u>514,699</u>	<u>43,221</u>	<u>557,920</u>
	<u>783,980</u>	<u>158,339</u>	<u>942,319</u>

**6. SUPPORT COSTS**

	Management £
Grant Aided Work	115,118
Other Archaeological Projects	<u>43,221</u>
	<u>158,339</u>

**7 GOVERNANCE COSTS**

	2013 £	2012 £
Auditors' remuneration	3,318	3,650
Auditors' remuneration for non-audit work	1,658	1,802
Meetings	1,388	718
Bank charges and interest	<u>1,249</u>	<u>1,361</u>
	<u>7,613</u>	<u>7,531</u>

**THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

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**8. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	2013	2012
	£	£
Auditors' remuneration	3,318	3,650
Depreciation - owned assets	5,267	6,369
Hire of plant and machinery	4,355	6,346
Other operating leases	<u>7,455</u>	<u>7,455</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

**Trustees' expenses**

Payments were made to trustees during the year of £34 (2012 £34) in relation to travelling and subsistence expenses

The trust paid £800 (2012 - £650) to M Locock and £500 to Dr P V Webster in relation to specialist work

Payments to Dr Webster were made for services undertaken after his resignation as a trustee of the charity

All transactions were performed on an arms length basis

**10. STAFF COSTS**

	2013	2012
	£	£
Wages and salaries	635,667	607,781
Social security costs	46,120	44,248
Other pension costs	<u>74,220</u>	<u>72,802</u>
	<u>756,007</u>	<u>724,831</u>

The average monthly number of employees during the year was as follows

	2013	2012
Administration	5	5
Archaeological staff	<u>27</u>	<u>27</u>
	<u>32</u>	<u>32</u>

**11. EXCEPTIONAL ITEMS**

A settlement of a legal claim was accepted by the Board of Trustees in March 2012 (received May 2012) in the sum of £188,425 net of legal costs

**THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**12 TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2012	93,216
Additions	<u>4,844</u>
At 31 March 2013	<u>98,060</u>
<b>DEPRECIATION</b>	
At 1 April 2012	76,932
Charge for year	<u>5,267</u>
At 31 March 2013	<u>82,199</u>
<b>NET BOOK VALUE</b>	
At 31 March 2013	<u>15,861</u>
At 31 March 2012	<u>16,284</u>

**13 DEBTORS. AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Trade debtors	126,899	126,212
Amounts recoverable on contracts	22,036	31,195
Other debtors	<u>13,614</u>	<u>204,087</u>
	<u>162,549</u>	<u>361,494</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Trade creditors	22,893	16,997
Taxation and social security	31,376	318,026
Other creditors	<u>165,684</u>	<u>222,782</u>
	<u>219,953</u>	<u>557,805</u>

**15 OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year

	2013 £	2012 £
Expiring		
In more than five years	<u>35,500</u>	<u>35,500</u>

# THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

### 16. PENSION COMMITMENTS

The Trust is a member of a defined benefit pension scheme operated for the benefit of the employees of a number of archaeological organisations, called the 'Archaeological Organisations Pension Scheme', which requires contributions to be made to a separate administered fund

The latest actuarial valuation was undertaken by independent qualified Actuaries, Norwich Union Life, as at 6 April 2012. In valuing the scheme the Actuary used the projected unit method

The pension scheme is a multi-employer scheme and is shared by three other trusts. The actuarial reports do not enable each trust to identify the shares of the underlying assets and liabilities on a consistent or reasonable basis. As a result the trust is unable to comply with the full provisions of FRS 17. Disclosure is made as if the scheme was a defined contribution scheme although additional disclosure is made of the overall group scheme's funding position and assumptions used in arriving at funding levels

The pension cost charge to the statement of financial activities for the year amount to £74,220 (2012 £72,802)

From the latest Actuarial valuation the scheme assets, liabilities and deficits are listed below -

	<b>Actuarial Valuation 6 April 2012 £</b>
Value of Assets	6,627,000
Past Service Liability	
Active Members	5,639,000
Members with Presented Benefits	2,202,000
Pensioners Paid from Fund	911,000
	<u>8,752,000</u>
Deficit	2,125,000
Funding Level	76%

The principal assumptions in the Actuarial Report were -

Return on investments - up to retirement	6.0% per annum
Return on investments - after retirement	4.5% per annum
Salary increases	3.5% per annum
Pension increases in payment - RPI (maximum 5%)	3.4% per annum
Early leaver indexation	2.9% per annum

Members who joined the scheme before 6 April 2000 retire at age 60 or their next birthday if over 60 at the valuation date whereas later joiners retire at normal retirement age

At 5 April 2012 there were 47 active members and 34 members with preserved benefits with 7 pensioners from the fund of which 16 members relate to The Glamorgan-Gwent Archaeological Trust Limited

There is currently a 20 year recovery plan in place for the scheme which has been approved by The Pensions Regulator with the aim of eliminating the deficit by July 2027

THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013

17. MOVEMENT IN FUNDS

	At 1 4 12 £	Net movement in funds £	Transfers between funds £	At 31 3 13 £
<b>Unrestricted funds</b>				
General fund	246,078	71,145	(4,144)	313,079
<b>Restricted funds</b>				
CADW	-	(4,175)	4,175	-
RCAHMW	-	31	(31)	-
Workplace Learning Bursaries	-	<u>2,906</u>	-	<u>2,906</u>
	-	(1,238)	4,144	2,906
<b>TOTAL FUNDS</b>	<u>246,078</u>	<u>69,907</u>	<u>-</u>	<u>315,985</u>

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	636,678	(565,533)	71,145
<b>Restricted funds</b>			
CADW	322,223	(326,398)	(4,175)
RCAHMW	29,930	(29,899)	31
Workplace Learning Bursaries	<u>31,008</u>	<u>(28,102)</u>	<u>2,906</u>
	383,161	(384,399)	(1,238)
<b>TOTAL FUNDS</b>	<u>1,019,839</u>	<u>(949,932)</u>	<u>69,907</u>

# THE GLAMORGAN-GWENT ARCHAEOLOGICAL TRUST LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

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### MOVEMENT IN FUNDS - continued

Grants received from CADW Welsh Historic Monuments and the Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) are awarded for specific projects and on condition that separate audited accounts are submitted to them

Grants ultimately derived from the Heritage Lottery Fund and received for workplace training from the Council of British Archaeology (Community Archaeology Training Placement scheme) and the Institute for Archaeologists (HLF Workplace Learning Bursaries) are awarded for specific purposes

### The Glamorgan Gwent HER Charitable Trust

The Glamorgan-Gwent Archaeological Trust created a separate Trust, the GGAT HER Charitable Trust on 31 January 2008. The GGAT is presently the sole Trustee of this body.

Transactions during the year for this restricted fund are as follows -

	£	£
Balance at 1 April 2012		Nil
Add Resources Expended		
Governance Costs		
Salary costs	5,763	
Office rent	373	
Insurance	109	
Office & computer expenses	<u>61</u>	
		6,306
Less Deficit funded by the Trustee of the Trust		<u>(6,306)</u>
Balance at 31 March 2013		<u>-</u>

### 18. RELATED PARTY DISCLOSURES

The Glamorgan-Gwent Archaeological Trust is a Trustee of the GGAT HER Charitable Trust, which was created on 31 January 2008.

### 19. ULTIMATE CONTROLLING PARTY

There is no individual controlling party as the Trust is managed collectively by a board of Trustees.