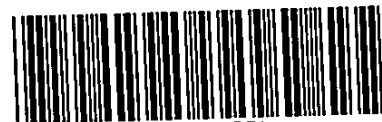


Charity No 504616  
Company No: 1198990

**THE DYFED ARCHAEOLOGICAL TRUST LTD**

**TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2011**

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# **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2011**

The Trustees present their annual report and accounts for the year ended 31<sup>st</sup> March 2011

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Principal Activity**

The object for which the Trust is established is to advance the education of the public in archaeology.

The Trust seeks to improve the understanding, protection and promotion of the historic environment and maintains a strong regional commitment to southwest Wales. The Trust aims to foster a better **understanding** of the historic environment by undertaking and promoting research, survey and investigation. The Trust aims to improve the effective **management and conservation** of the historic environment for present and future generations to study and enjoy. The Trust aims to **raise awareness** of the historic environment and to promote physical and intellectual access through educational and outreach programmes.

### **Constitution**

The Dyfed Archaeological Trust is a company limited by guarantee and not having a share capital (number 1198990) and a registered charity (number 504616). The governing documents are the Memorandum and Articles of Association of the 4th July 1975. The Trust is one of the four Archaeological Trusts originally established in the 1970s to cover the whole of Wales.

### **Trustees**

The Trustees serve 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. One third of the Trustees retire each year but are eligible for re-election at the Annual General Meeting. The following served as Trustees during the year:

Prof B Burnham  
Dr J L Davies  
Mr C J Delaney  
Mr C R Musson (Chairman)  
Dr E Plunkett Dillon  
Mr R Protheroe Jones  
Mr N Wheeler

At the 8<sup>th</sup> October 2010 AGM the retiring Trustees, Mr C R Musson and Mr C J Delaney were, under Article 41 of the Trust's Articles, deemed re-elected. During the year, Mr N Wheeler accepted an invitation to become a Trustee (in accordance with Article 32), he was formally elected as a Trustee at the 2010 AGM.

The Trust has a Management Committee that is a delegated committee of the Board of Trustees. During the year the Management Committee comprised the above members of the Board of Trustees. The Committee met four times during the year.

Existing Trustees review the membership on a regular basis and offer Trustee positions to existing Members as they see fit. New Trustees are provided with information detailing the Trust's structure, objectives, and policies along with literature on the responsibilities of being Charity Trustees. All new trustees have an induction meeting with the Chief Executive, which

includes a detailed review of the company/charity structure, policy, organisation, staffing and work programme. New Trustees are made aware of the wide range of guidance available from the Charity Commission in both hard copy and digital format

### **Officers and Registered Office**

During the year Mr K Murphy was the Company Secretary and Chief Executive of the Trust.

The Trust's Registered Office is at The Shire Hall, Carmarthen Street, Llandeilo, Carmarthenshire, SA19 6AF The National Westminster Bank plc, 59 King Street, Carmarthen are the Trust's bankers Red Kite Law LLP (formerly Morris Roberts), 14-15 Spilman Street, Carmarthen, serve as the Trust's legal advisors. Clay Shaw Butler, Business Development Centre, Carmarthen, are the Trust's auditors

### **Trustees' responsibilities**

Company Law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent,
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which 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 Companies Act 1985 and are in accordance with the Charities (Accounts and Reports) Regulations 2005. The Trustees 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

### **Membership of the Trust**

All members of the Trust, including Trustees, voluntarily contribute their unpaid time and expertise to the charitable objects of the Trust. The extent of this contribution is not reflected in the Trust's financial statements but the Trust is heavily dependent upon the services and expertise provided by its members serving as Trustees or members of the Management Committee, together with the valuable advice and specialist contributions to individual projects provided by other individual members

Membership of the Trust is by invitation of the Trustees; it is personal and not transferable. At the end of the year there were 44 members. A full list of members as at the 31st March 2011 is contained in Appendix A.

### **Trust Premises**

In addition to the Shire Hall in Carmarthen Street, which the Trust leases from Llandeilo Fawr Town Council, the Trust owns Leicester House, also located in Carmarthen Street

### **Staff**

The average number of employees during the year was 23. A full list of staff as at 31st March 2011 is contained in Appendix B. The Trustees wish to express their thanks to all the Trust staff for their commitment and efforts during the year

## **Staff Training**

A programme of staff appraisals continued throughout the year. The Trust encouraged staff to attend archaeological conferences and day-schools in order to keep abreast of current developments within the profession, and several providers delivered workshops and seminars on a variety of topics during the year.

Conferences, seminars, courses and day schools attended during the year included the Institute for Archaeologists Annual Conference; Treftadaeth Conference; Wales and the West during the Bronze Age Conference; Institute for Archaeologists Wales/Cymru Group Seminar on Lidar, Renewing the Research Framework of the Archaeology of Wales Conference, Pembrokeshire Archaeological Day-School, Metal Mining Conference, Nations of the Sea – Maritime Connections in the Archaeology of Wales and Qatar Conference, Exploration Tywi Conference; and First Aid courses. In addition, in-house training was provided to staff on a variety of topics.

## **Professional Registration**

During the year the Trust remained a **Registered Organisation of the Institute for Archaeologists** and maintained its certification as an **Investor in People** Organisation. The Trust is a member of FAME (Federation of Archaeological Managers & Employers).

## **Risks review**

The Management Committee continues to review the major risks to which the charity is exposed. This process includes a review of the systems that have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions, along with the development of a system for regularly monitoring the progress of individual projects and for ensuring there is adequate back-up provided for essential staff skills. These procedures continue to be periodically reviewed to ensure that they still meet the needs of the charity.

## **Health and Safety**

The Trust has a Health and Safety Policy and supporting documentation. As a member of FAME the Trust receives regular health and safety updates as well as its *Manual of Health and Safety in Field Archaeology 2010*. In September 2010, Croner Consulting carried out a health and safety risk assessment of the Trust's Health and Safety Policy, supporting documentation and procedures. The report noted 'Management attitude to health and safety is first class and a number of very adequate control measures have already been introduced'. It also noted a few uncontrolled risks to electrical safety, fire safety, gas safety and display screen equipment. None of these was high risk, and they have been addressed.

No accidents or near misses were reported by the Trust in 2010-11.

# **REVIEW OF TRUST ACTIVITIES DURING THE YEAR**

## **ARCHAEOLOGICAL RESEARCH AND INVESTIGATION**

As in previous years, a wide range of work was undertaken, including Cadw grant-aided threat-related assessments and excavations, and numerous other-funded excavations, surveys, watching briefs, evaluations, desk-based assessments and recording projects.

### **Cadw grant-aided projects**

The **Scheduling Enhancement Project** focused on medieval and early post-medieval sites, and will run until 2014. Two types of site, crosses and chapels/churches, were assessed,

following on from a scoping study. Both assessments demonstrated the high quality of undesignated sites in southwest Wales, resulting in numerous recommendations for scheduling. Some preliminary work was undertaken on mills, but the bulk of this assessment is programmed for future years.

A second season of excavation at **Pant y Butler**, near Cardigan, concentrated on the larger of the two Bronze Age round barrows. A necklace of 61 jet beads accompanied the central cremation burial, one of only four such artefacts found in Wales. Trial excavations at **Fan** round barrow, Talsarn, Ceredigion, revealed equally spectacular grave goods – two Pygmy Cups, a Collared Urn and a bronze artefact that had melted on the funerary pyre. Further work will take place at Fan during 2011.

Small-scale excavation at **Tir-y-Dial** medieval earthwork castle, Ammanford, demonstrated that there was no stone structure on the top of the motte. One aim of this project was to raise the profile of the monument within the town, which it successfully achieved. A management plan for the site was produced for Ammanford Town Council, who took over ownership from Carmarthenshire County Council. No remains of a supposed Roman villa at **Upper Newton**, Wolfscastle, Pembrokeshire, were found during an excavation, but a previously unknown Iron Age settlement was located during a geophysical survey. Similarly at **Capel y Groes**, Swyddffynnon, Ceredigion, no trace of a suspected chapel was discovered during excavation, despite encouraging geophysical results.

Coastal erosion is slowly removing an early medieval cemetery at **St Brides**, Pembrokeshire. In March 2011, over 34 graves were investigated in a relatively small excavation. The excavation continued into April 2011, and will be fully reported on during 2011-12. In addition to the **Arfordir** project reported on below, other important coastal remains were recorded at **Lydstep Haven**, Pembrokeshire. Here human and animal footprints of probable Mesolithic date survived on the surface of beach peats. A report for publication will be produced during 2011.

Other Cadw grant-aided projects included reporting on the excavations at **Porth Clew** early medieval cemetery, survey and excavation on several **Bronze Age pond barrows** in north Carmarthenshire, geophysical survey of **Lower Treginnis** chambered tomb, Pembrokeshire, geophysical survey of a possible early medieval cemetery at **Capel Iago**, Carmarthenshire, and a continuation of the **metal mines** survey in partnership with the RCAHMW and the National Museum Wales.

#### **Other funded projects**

The Trust undertook projects for a variety of other clients – public and private developers, unitary authorities, government agencies, voluntary organisations, grant-awarding bodies and consultants. The majority of these were carried out within Carmarthenshire, Ceredigion and Pembrokeshire. Projects included excavations, evaluations, building recording, landscape survey, desktop assessments and watching briefs, all of which were generally a condition of planning consents. The following summary provides a selection of the more significant projects. A full list of all projects, including clients, is provided in Appendix C.

Excavation of the boiler house, blowing engine house and other structures at **Ystalyfera** iron and tinplate works, Swansea, revealed substantial and well-preserved remains. This work generated a high level of public interest from local residents and the national media. Work continued into April 2011.

Numerous evaluation excavations were undertaken. At **Templeton**, Pembrokeshire, medieval/post-medieval buildings on the street frontage within burgage plots were examined. Away from the street frontage lay a possible prehistoric ring-ditch. The apparently very good geophysical results from immediately outside an Iron Age fort at **Cromwell Road**, Milford Haven, were not confirmed by an evaluation. Several small projects were carried out at **Cardigan Castle** to inform the submission of a substantial grant application by the Cadwgan Trust, including excavation/recording of the top of the southeast medieval tower and the investigation of the 19<sup>th</sup> century fernery.

Over 60 watching briefs were undertaken during the course of the year on a wide range of sites. Most were small-scale, but a more substantial piece of work took place at **Borth**, Ceredigion, where new groynes, breakwaters and an offshore reef disturbed parts of the foreshore peats/submerged forest. The work was undertaken with Trinity St Davids University. The watching brief will continue into 2011, and will be fully reported on during the year.

In recent years building recording has not been a major element of the Trust's work. However, during 2010-11 numerous small-scale projects were undertaken and some larger ones. The largest was the continuing recording during extensive restoration at **Roch Castle**, Pembrokeshire. This project will continue into 2011, when it will be reported on. Recording at **Mathern Palace**, Monmouthshire, provided some significant information on the survival and phasing of this Grade I listed building.

There was a decline in numbers of desk-top assessments undertaken in advance of possible development compared with previous years, with only about eight commissioned, including a substantial study of a proposed wind-farm at **Brynlliwelyn**, Mynydd Llanllwni, Carmarthenshire.

**Exploration Tywi!** continued as the largest single Trust project. Some of its numerous elements are noted below, but of note in this section was a three-week excavation at **Wernfawr** farmstead, near Llandeilo.

A partnership of the Trust, the RCAHMW and Birmingham University investigated the submerged prehistoric landscapes in the Bristol Channel and Liverpool Bay in the **West Coast Palaeolandscapes Project**. The principal aim of this project was to provide information for marine strategic planners, with a secondary aim of making information available to the public in an easily accessible form.

## EDUCATION AND PUBLICATION

All of the Trust's archaeological research and investigations contributed directly or indirectly to raising awareness about Wales's historic environment. However, several of the Trust's projects and activities were specifically aimed at promoting this awareness. The aims outlined in the Trust's **Outreach Strategy** continued to contribute to fulfilling the Trust's basic charitable objective – to advance the education of the public in archaeology – and its role in promoting the historic environment as one of Wales's greatest assets.

### Community participation

The Trust continues to recognise the need for the promotion and interpretation of the historic environment at community level. 'Community Archaeology' or 'Archaeology for All' is becoming increasingly important across Britain, with a recognition that the profession can make a major contribution to a number of current economic and social objectives including social inclusion, public health and education, tourism and economic regeneration. The sector also has an opportunity to take advantage of the high media profile that archaeology currently enjoys.

Several projects successfully engaged with members of local communities, students and others with an interest in archaeology, providing learning opportunities to a large number of people. Community engagement was a specific aim of **Exploration Tywi!** and was successfully achieved through a series of innovative and attractive events – archaeological excavation, survey, building recording and documentary research – spread throughout the year. This was the largest community archaeology project ever undertaken in Wales, and skills learnt and experience gained will be applied to future Trust projects. Engagement was also the aim of the Cadw grant-aided **Arfordir** project, with a two-week excavation at West Angle a highlight of the year.

Volunteers also participated on other Trust projects including the excavation at **St Brides** early medieval cemetery, **Pant y Butler** round barrows excavation, **Fan** round barrow

excavation, **Tir-y-Dial** castle excavation, **Upper Newton** Roman villa, **Capel y Groes** excavation and recording of prehistoric footprints at **Lydstep Haven**

### **Open days, talks and exhibitions**

Archaeological excavation has the capacity to attract the public's attention, thus directly raising awareness of the community's heritage and by extension Wales's heritage, and also of the work of the Trust. The Trust is therefore always keen to seize the opportunity offered by excavation to promote heritage. This was achieved successfully during several projects. At **Wernfawr**, near Llandeilo, open days were well attended and most primary schools in the area visited the excavation. PLANED provided funding for a member of the Trust's staff to provide tours and talks of the **St Brides** early medieval cemetery excavation. As the excavation was adjacent to a popular tourist car park, the member of staff responsible for outreach was kept extremely busy. The Trust also provided exhibitions, gave daily tours, organized school visits and assisted in the supervision of local volunteers during Pembrokeshire Coast National Park's **Nevern Castle** excavation.

A very popular event was held in July at **Carn Goch** hillfort organized, as part of Exploration Tywi!, in partnership with Brecon Beacons National Park and Fforest Fawr Geopark. Over 600 people enjoyed the various activities on offer.

As in previous years, Trust staff gave lectures, talks and guided walks to a wide range of organisations, and papers were presented at a number of workshops, conferences and seminars. In total over 80 talks and guided walks were given during the course of the year. A list is provided in Appendix D. Of particular note were the series of talks given by Trust staff and others at a conference to mark the end of the **Exploration Tywi!** project, which was attended by over 180 people. The Trust also organized and gave talks at the seventh annual **Pembrokeshire Archaeology Day School**, which was attended by 150 people.

Many other open days and exhibitions were undertaken as part of Exploration Tywi!. In addition the Trust produced exhibitions on a variety of topics for display at events and day-schools. Of particular note was an 18-panel exhibition on the West Coast Palaeolandscapes Project.

### **Reports and Publications**

Two bilingual booklets were published celebrating two major Trust projects. *Exploration Tywi! A Community Exploring their Past* (*Chwilota'r Tywi! Cymuned yn Archwilio ei Gorffennol*) and *The Lost Land of Our Ancestors Exploring the Submerged Landscapes of Prehistoric Wales* (*Tiroedd Coll ein Cyndadau Archwilio Tirweddau Cynhanesyddol Cymru a Foddwyd*).

Work continued in preparing reports on major Trust excavations for publication in academic journals. Reports on an early medieval iron smelting site and settlement at **South Hook**, Pembrokeshire, and on the excavation at **Porth y Rhaw** Iron Age promontory fort were accepted for publication in *Archaeologia Cambrensis*, and a report on **Iron Age Enclosed Settlements** was accepted for publication in the *Proceedings of the Prehistoric Society*. It is anticipated that reports on a medieval track at **Llangynfelyn**, Ceredigion and on three medieval cemeteries in Pembrokeshire (**Brownslade, West Angle Bay and Porth Clew**) will be completed during 2011. Several short papers were published in *Archaeology in Wales*. The Trust produced the artwork for the new edition of **Roman Frontiers in Wales** as well as contributing to the text.

In addition, Trust staff produced over 65 internal reports ranging from long reports on Cadw grant-aided threat related assessments to shorter reports of just a few pages on archaeological watching briefs. Three **Newsletters** were produced during the course of the year and were widely circulated.

A full list of publications appears in Appendix D.

## Support

Training was provided to students and other participants on the **Exploration Tywi!** and **Arfordir** projects and during the excavations at **Nevern Castle, Pant y Butler, St Brides, Capel y Groes, Tir-y-Dial** and **Upper Newton**, and opportunities continued to be provided for student and other placements in the Trust offices

## Website

The Trust's website continued to develop, with regular additions being made during the course of the year. Extensive information on **Exploration Tywi!** and the **West Coast Palaeolandscapes Project** was posted on the website, and following the success of previous years' dig diaries, similar daily website updates with photographs were provided for the excavations at **St Brides, Pant y Butler, Fan, Capel y Groes, Upper Newton, Tir-y-Dial** and **Nevern Castle**

The website serves as a very valuable education and research resource and provides an effective method of disseminating information about all aspects of the Trust's work. The large number of visitors who regularly use the facility — over 150,000 visits in 2010-11 — are a measure of its success. The web address is **[www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)**

## Press/Media

Reports on numerous Trust projects appeared in the media during the year, including television, radio and reports in local newspapers and journals. **Exploration Tywi!, Arfordir, Nevern Castle, St Brides**, and the **West Coast Palaeolandscapes Project** attracted most attention, with articles in local papers and local/national radio and television items. The Trust also produced monthly articles on a wide range of archaeological topics for publication in the Carmarthen Journal

## ARCHAEOLOGICAL SERVICES

The Trust's Archaeological Services section comprises two elements: the maintenance and development of the Trust's regional **Historic Environment Record (HER)**, part-funded by the RCAHMW, and **Curatorial Services**, the provision of advice to unitary and other statutory and non-statutory bodies on the protection and conservation of the historic environment. Both these services cover the unitary authority areas of **Pembrokeshire, Ceredigion and Carmarthenshire**, as well as the **Pembrokeshire Coast National Park** and part of the **Brecon Beacons National Park**

The National Park Authority continued to provide additional financial support for the provision of Historic Environment advice on the management and promotion of the archaeology of the **Pembrokeshire Coast National Park**. This support was supplemented by a grant from Cadw for the implementation of a programme of management work relating to Scheduled Ancient Monuments within the National Park. These resources allowed the Trust to employ a full-time **Park Archaeologist**

Continuing grant-aid for the provision of Archaeological Planning Advice (over and above the grant support from Cadw) was provided by all five of the Local Planning Authorities in the region: **Pembrokeshire Coast National Park; Pembrokeshire County Council, Brecon Beacons National Park, Carmarthenshire County Council, and Ceredigion County Council**. The Trust is very grateful to the Authorities for this support, which helps to ensure that the high level of service provided by the Trust can be maintained

Cadw and the Rural Payments Division of the Welsh Assembly Government provided grant-aid for the Trust's initial contribution to the historic environment provisions of the all-Wales **Glastir Agri-Environment Scheme**. Work concentrated on the digitization of management

polygon outlines of archaeological areas on a Geographical Information System to inform this new scheme. Trust staff provided training to potential applicants to the scheme and others, and attended meetings in connection with the scheme.

The Forestry Commission provided grants for the historic environment elements of the **Better Woodlands for Wales** scheme.

### **Regional Historic Environment Record**

The regional Historic Environment Record (HER) includes both a paper record and a digital database. The Trust's staff continued to enter new data, carry out routine maintenance, undertake development work and respond to internal and external enquiries. At the end March 2011, there were 78,320 records in the HER, comprising 47,511 records of archaeological sites and 30,809 records relating to fieldwork and other events.

Trust staff used the **Historic Environment Record software**, developed by Steve Smith on behalf of the four Welsh Archaeological Trusts, for viewing, editing and creating new HER records. New elements of the software continued to be developed for the Trusts. Alan Ffred Jones, the Welsh Assembly Government Heritage Minister, launched **Archwilio**, the element of the software allowing the public to access information from the four Welsh HERs, at the Treftadaeth Conference on 1<sup>st</sup> July 2011. The web address is [www.archwilio.org.uk](http://www.archwilio.org.uk).

The Trust continued to be involved in the exchange of core data with the other partners of **END** (The Extended National Database for Wales).

Support continued to be provided through Cadw's curatorial grant for the wider provision of information from the HER and the development of outreach activities. 125 external enquiries were dealt with during the course of the year. Types of enquiry varied considerably, with some of the more demanding requiring a considerable amount of staff time. Most were answered by post or email but a significant number of enquirers visited the HER in person.

There were no meetings concerned with the **Strategic Framework for Records Relating to the Historic Environment of Wales**.

### **Dyfed HER Charitable Trust**

The **Dyfed HER Charitable Trust** was established in 2008, with the Dyfed Archaeological Trust as the sole Trustee. The purpose of this Trust is to safeguard the Historic Environment Record (HER) for public use in the event of insolvency of The Dyfed Archaeological Trust (the parent Trust). Four Trustee meetings were held during the year and on the 28<sup>th</sup> January 2011 a **Deed of Transfer** was signed, transferring records created during the year by the Dyfed Archaeological Trust to the Dyfed HER Charitable Trust.

### **Curatorial Services: Planning**

This area of the Trust's work related mainly to development-control tasks, though some consultations affecting archaeological sites also arose outside the planning system. During the year 4513 planning applications were notified to the Trust. Of these 3213 needed detailed appraisal, resulting in further action in 212 cases, including recommendations for assessments, evaluations, excavations and recording work in advance of development, or for watching briefs during development. On three occasions the recommendation was refusal on archaeological grounds. The number of applications was slightly up on the previous year, however casework continued to be the most demanding on staff time.

During the year the Trust continued to develop its good working relationships with the regional planning authorities. In response to requests the Trust's Planning Archaeologist continued to prepare briefs, agree specifications and carry out monitoring visits to a variety of developments.

Trust staff continued to attend meetings regarding the preparation of **Local Development Plans**. Work on the Carmarthenshire, Ceredigion, Pembrokeshire Coast National Park and Pembrokeshire's proposed land allocation was completed. Further information and advice will be provided as the plans in the Trust's region are advanced.

Significant ongoing casework included the provision of detailed advice on applications in the region's historic towns, in other historic settlements and elsewhere.

The Trust continued to be involved in providing advice on large proposed windfarms, at **Nant-y-Moch**, Ceredigion, **Mynydd Llanillwni**, Carmarthenshire, and **Brechfa**, Carmarthenshire. The environmental impact assessments on these were received by the Trust. The Trust also monitored the archaeological work on the **Mynydd y Betws** windfarm, Carmarthenshire, no significant discoveries were made. During the year, several applications for **solar panel farms** were made. Few had serious archaeological implications, and the Trust considers that normal planning can protect the historic environment interest. The Trust spent a considerable amount of time considering a hydroelectric scheme on an old lead mine, part of which is a Scheduled Ancient Monument, at **Cwmystwyth**, Ceredigion. A pre-determination assessment was requested and provided. A planning application is awaited. The Trust recommended an evaluation in advance of an application to extend a primary school on the site of a possible medieval castle site at **Plas Crug**, Aberystwyth. The evaluation showed that little survived of the castle, a watching brief condition was attached to the planning consent. Several applications for new housing within the historic small town of **Newport**, Pembrokeshire were considered: at Lower St Mary's Street following an evaluation the Trust agreed to the full excavation of important deposits, and at Long Street the Trust recommended that no further action was required following negative results of an evaluation. The Trust recommended that a watching brief was sufficient to protect archaeological interests during major redevelopment of the **Royal Gatehouse Hotel**, Tenby.

Information and advice on heritage management issues continued to be provided outside the local planning framework in respect of forestry, the treatment of metal-mine sites, coastal sites and agricultural operations.

The Trust responded to 97 consultations from service industries, including schemes from **Dwr Cymru/Welsh Water**, **Western Power**, **National Grid** and the **Environment Agency**. The Trust continued to act as archaeological curator on the **A40 Penblewin to Slebech** road improvement scheme, Pembrokeshire, and was appointed as curator for the **A487 Glandyfi Improvement Scheme**, Ceredigion. Comments were provided to National Grid on the assessment report on the **Milford Haven to Aberdulais Gas Pipeline** archaeological investigations.

Information was provided on 14 **Hedgerow Removal Notifications** for Carmarthenshire, Ceredigion and Pembrokeshire. As in previous years, at Cadw's request, the Trust continued to comment on **Scheduled Monument Consent Applications**.

### **Curatorial Services: Heritage Management**

During the course of the year the Trust responded to consultations on a variety of issues that have relevance to the historic environment. A considerable amount of time was spent in attending meetings and responding to requests for information in connection with the **Glastir Agri-Environment Scheme**. At the request of the Heritage Minister Cadw commissioned the Council for British Archaeology to undertake the **Welsh Historic Environment Assessment Exercise**. The Trust was a consultee of this exercise and commented on a draft of the report. The final report is expected in April 2011.

## **Meetings and liaisons with other organisations**

In addition, individual members of staff were directly involved in representing the Trust and in contributing to the activities of a large number of external organisations and groups at a national, regional and local level, for example the Institute of Field Archaeologists Registered Organisations Committee, the Castell Henllys Stakeholders Group, the St David's Diocesan Advisory Committee, Tywi Afon yr Oesoedd Board Meeting; the Hill-Forts Study Group; National Park Archaeologists Accord Meeting, Natur Executive Committee; Forestry and Archaeology Liaison Meeting, and various local history and archaeological societies and groups. During the course of the year trust staff attended over 300 meetings

The Trust continued to provide advice to the **St David's Diocesan Advisory Committee** on faculties. The Trust was represented on a number of other groups, including a steering group for three heritage tourism projects managed by **PLANED**, the **Built Heritage Forum**, **20<sup>th</sup> Century Military Structures Working Group**; **Carmarthen and Swansea Bay Coastal Engineering Group**; the **South Pembrokeshire Ranges and Recording Advisory Group**, and **ALGAO** (Association of Local Government Archaeological Officers)

A number of interesting finds were recorded during the Trust's continued participation in the **Portable Antiquities Scheme**, a voluntary system for the reporting and recording of archaeological finds. Of particular note was a hoard of Bronze Age artefacts from Manorbier, Pembrokeshire. A geophysical survey and small-scale excavation undertaken by the Trust failed to find any archaeological context for the hoard.

As in the previous year a large percentage of the **Pembrokeshire Coast National Park Archaeologist's** time was taken up with the Nevern Castle project, including participation on the excavation and undertaking a watching brief during masonry consolidation. Time was spent supervising scrub clearance on **Y Griben** Iron Age fort and on assisting with the **St Brides** excavation. Some time was also devoted to the **Arfordir** project, to organising the Pembrokeshire Archaeological Day School and to continuing casework on Scheduled Ancient Monuments.

## **FINANCIAL REVIEW**

As a voluntary sector organisation the Trust continues to be heavily dependent upon grant-aid from Cadw and the Royal Commission. This grant-aid accounted for just over 49% of the Trust's total incoming resources (2009-10 44%). The Trust is most grateful for this continued support.

For the year ended 31st March 2011, 5% of the total resources expended went on management and administration of the charity (2009-10. 5%), a small amount on publicity and advertising, and the rest on direct charitable expenditure on the activities described above.

The accounts for the year to 31<sup>st</sup> March 2011 show a surplus of income over expenditure of £78,929 (2009-10 deficit £12,787)

## **Reserves policy**

The Trust has a reserves policy that is required in order to maintain services should temporary problems be experienced in any of the major areas of income or expenditure, or should the Trust become exposed to an unexpected financial contingency. It is intended that the reserve would cover any financial shortfall in the short term until appropriate action could be taken to remedy the situation. The reserve would only be used in the following circumstances: redundancy costs when all other sources were exhausted; essential operating costs when all other sources were exhausted; and when entering any enforced overdraft. The minimum

reserve figure has been calculated on the basis of the redundancy costs of six members of staff of varying grades

The reserve fund was established in 2000/2001 with an initial sum of £15,000. The Trustees have decided to transfer 10% of any operating surplus, or £5,000, whichever was the lower, into the reserve fund on an annual basis. However, owing to the favourable financial situation at the end of 2010-11, £25,000 was transferred to the reserve fund. It now stands at £70,340.

### **Prospects for 2010-11**

The Trust has negotiated an approved Cadw grant of £297,637 for 2011-12, compared with an initial grant of £276,751 in 2010-11. In addition, £29,930 of funding for the HER has been agreed from RCAHWW (this is a standstill budget at 2009-10 and 2010-11 levels). At the end of the 2010-11 financial year, some £119,880 from other sources had already been secured for 2011-12 (£315,221 for the year 2010-11). The anticipated downturn in funding during 2011-12 will be accommodated for by the employment of fewer members of staff.

### **Statement as to disclosure of information to Auditors**

So far as the Trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### **AUDITORS**

Clay Shaw Butler Limited have indicated their willingness to continue in office.

**By order of the Board of Trustees**



**K Murphy**  
**Company Secretary**      **1 September 2011**

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF DYFED ARCHAEOLOGICAL TRUST LIMITED**

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We have audited the financial statements of Dyfed Archaeological Trust Limited for the year ended 31 March 2011, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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, 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.

### **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 2011 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 DYFED 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



David George Butler FCA (Senior Statutory Auditor)  
for and on behalf of Clay Shaw Butler Limited  
Statutory Auditors and Chartered Accountants  
24 Lamma Street  
Carmarthen  
Carmarthenshire  
SA31 3AL

Date

3/11/11.

**STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR  
THE YEAR ENDED 31 MARCH 2011**

		Unrestricted Funds 2011	Restricted Funds 2011	Total Funds 31st March 2011	Total Funds 31st March 2010
Notes		£	£	£	£
<b>INCOMING RESOURCES -</b>					
<i>Incoming Resources from Charitable Activities</i>					
Voluntary Income	(2)	0	376 980	376,980	354,481
Incoming Resources from Charitable Activities	(2)	533,214	0	533,214	438,963
Investment Income					
Bank Interest Received		102	0	102	61
Other Incoming Resources		7,743	0	7,743	4,974
Total Incoming Resources		<u>541,059</u>	<u>376,980</u>	<u>918,039</u>	<u>798,479</u>
<b>RESOURCES EXPENDED -</b>					
<i>Charitable Activities</i>					
Project Expenditure	(3)	366 426	270 521	636,947	575,668
Support Costs	(4)	68,990	89,098	158 088	144 297
Fundraising & Publicity		1,211	1,032	2,243	447
Governance Costs	(5)	23,000	22,099	45 099	39 425
Total Resources Expended		<u>459,627</u>	<u>382,750</u>	<u>842,377</u>	<u>759,837</u>
Net Incoming/(Outgoing) Resources before transfers		81,432	(5,770)	75,662	38,642
Transfer between funds	(6)	(5,770)	5,770	0	0
Exceptional Item		0	0	0	(51 429)
Net Income/(Expenditure) for the year		<u>75,662</u>	<u>0</u>	<u>75,662</u>	<u>(12,787)</u>
Fund Balance brought forward at 1 April 2010		208,946	0	208,946	231,733
Transfer to Reserve Fund	(18)	(25 000)	0	(25 000)	(10,000)
Transfer from Designated Funds	(19)	0	0	0	0
Fund balances carried forward at 31st March 2011		<u>259,608</u>	<u>0</u>	<u>259 608</u>	<u>208 946</u>

**BALANCE SHEET AS AT 31 MARCH 2011**

	Notes	2011 £	2011 £	2010 £	2010 £
<b>Fixed Assets</b>					
Tangible Assets	(10)		134,029		141,031
<b>Current Assets</b>					
Debtors	(11)	103,789		192,286	
Contract Work in Progress	(12)	18,107		32,464	
Cash at Bank and in Hand		275,309		136,898	
		<u>397,205</u>		<u>361,648</u>	
<b>Creditors - amounts falling due within one year</b>					
Creditors	(13)	83,474		145,846	
Contract Prepayments & Commitments	(13)	82,128		63,163	
		<u>165,602</u>		<u>209,009</u>	
<b>Net Current Assets</b>			<u>231,603</u>		<u>152,639</u>
<b>Total Assets less Current Liabilities</b>			<u>365,632</u>		<u>293,670</u>
<b>Creditors - amounts falling due after more than one year</b>	(14)		35,684		(39,384)
<b>Net Assets</b>	(16)		<u><u>329,948</u></u>		<u><u>254,286</u></u>
<b>Funds</b>					
<b>Unrestricted</b>					
General Fund	(17)		259,608		208,946
Reserve Fund	(18)		70,340		45,340
Designated Fund - HER	(19)		0		0
<b>Total Funds</b>	(17)		<u><u>329,948</u></u>		<u><u>254,286</u></u>

Approved by the Board of Trustees on 31/03/2011 And signed on its behalf by

  
C R Musson  
Chairman

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

### 1 ACCOUNTING POLICIES

#### (a) Accounting basis and standards

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" issued in March 2005 and in accordance with the Financial Reporting Standard for Smaller Entities (Effective April 2008).

#### (b) Cash Flow Statement

The Trust has taken advantage of the exemption from preparing a cash flow statement on the grounds that it qualifies as a small company under the Companies Act 2006.

No Cash Flow Funds Statement has been included since the Trustees consider that this would not provide any additional information to that already contained within the accounts.

#### (c) Incoming Resources

All incoming resources are included in the Statement of Financial Activities (SOFA) and are recognised in the period in which the Charity is entitled to receipt and the amount can be quantified with reasonable accuracy. Grants are accounted for in the period to which they relate.

#### (d) Resources expended

Resources expended are accounted for on an accruals basis. Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs which are attributable to more than one activity are apportioned across the cost categories on the basis of the calculated proportion of time spent by staff on those activities. The irrecoverable element of VAT is included with the item of expense to which it relates. Support Costs represent those costs incurred directly in support of resources expended in furtherance of the objects of the charity. The Management and Administration of the Charity is based on the calculated time spent by the administration personnel, which represents a percentage (17%) of the central cost salaries. Audits, Legal & Professional and Members Fees and a percentage (17%) of the remaining central costs are also included.

#### (e) Restricted and Unrestricted Funds

Grants received from Cadw, Welsh Historic Monuments and the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) are subject to specific conditions, including a requirement that a separate audited account be submitted on a project by project basis. Grants from these two sources and corresponding expenditure are therefore treated as Restricted Funds. All other resources and expenditure are treated as Unrestricted Funds.

#### (f) Pension Policy

The Trust operates a Defined Benefit Pension Scheme. Payments into the Scheme are charged to the Statement of Financial Activities (SOFA) in the year incurred.

#### (g) Contract Work in Progress

Contract work in progress is stated at the lower of cost including attributable profit and net realisable value.

#### (h) Tangible Fixed Assets

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

Freehold Property	2% on written down value
Computer Equipment	33% on cost per annum
Office Equipment	33% on written down value
Excavation and Survey Equipment	33% on written down value
Photographic Equipment	33% on written down value

#### (i) Leasing Commitments

Rentals paid under Operating Leases are charged to the SOFA as incurred over the terms of the lease.

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<b>2 PROJECT INCOME</b>				
<u>Grant Aid</u>				
Cadw Grant Aid	0	347,050	347,050	324,551
RCAHWW Historic Environment Record	0	29,930	29,930	29,930
<u>Contract Awards</u>				
Cadw	33,776	0	33,776	22,051
Developers	35,804	0	35,804	142,652
Utilities & Contractors acting for Utilities	13,312	0	13,312	35,534
Local Authorities	319,156	0	319,156	118,982
CCW	4,330	0	4,330	5,365
Ecclesiastical	0	0	0	7,908
Forestry Commission	18,306	0	18,306	6,825
Government Departments & Agencies	5,660	0	5,660	471
Ministry of Defence & Contractors acting for MOD	0	0	0	5,700
National Trust	1,780	0	1,780	7,566
Other	95,162	0	95,162	72,749
PLANED	5,928	0	5,928	583
RCAHWW (PLWM)	0	0	0	12,577
	<u>533,214</u>	<u>376,980</u>	<u>910,194</u>	<u>793,444</u>
<b>3 PROJECT EXPENDITURE</b>				
Salaries	245,238	239,280	484,518	501,840
Transport	7,280	5,143	12,423	16,937
Postage/Telephone	229	183	413	247
Consumables	4,485	8,314	12,798	11,121
Service/Hire	4,727	432	5,159	7,085
Copying	2	2,769	2,771	1,631
Specialist Fees	89,055	12,664	101,719	22,216
Heritage Panels	0	0	0	5,054
Sundry Expenses	14,701	1,736	16,437	7,689
Training	709	0	709	1,868
	<u>366,426</u>	<u>270,521</u>	<u>636,947</u>	<u>575,668</u>
<b>4 SUPPORT COSTS</b>				
Salaries	25,633	43,129	68,762	51,914
Transport	3,768	3,620	7,388	4,278
Premises	12,342	11,858	24,200	26,883
Postage/Telephone	2,458	2,362	4,820	5,588
Insurance	3,647	3,504	7,151	7,226
Depreciation	7,346	7,057	14,403	17,908
Central Supplies	5,242	5,036	10,278	5,076
Service/Hire	5,178	4,975	10,153	14,785
Copying	1,654	1,589	3,243	3,126
Sundry Expenses	1,722	5,968	7,690	7,513
	<u>68,990</u>	<u>89,098</u>	<u>158,088</u>	<u>144,297</u>

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2011	2011	2011	2010
	£	£	£	£
<b>GOVERNANCE COSTS (see note 1 (d) )</b>				
Salaries	8075	7758	15834	14356
Audits	1988	1911	3899	3913
Legal & Professional Fees	1171	1125	2296	3695
Members Expenses	356	342	697	522
Central Costs	11410	10963	22373	16939
	<b>23000</b>	<b>22099</b>	<b>45099</b>	<b>39425</b>

## 6 TRANSFERS

The deficits suffered on the grant-aided projects can not be recovered. The resulting deficit is ultimately borne by the unrestricted funds of the company. The transfer is required to reflect this fact.

## 7 NET OUTGOING RESOURCES FOR THE YEAR

The deficit for the year is stated after charging	<b>2011</b>	<b>2010</b>
	£	£
Depreciation		
<i>Tangible assets</i>	14404	17908
Auditors remuneration	3900	3913
Trustees remuneration	-	-
Operating leases -		
<i>Shire Hall building</i>	12563	12563
<i>Other</i>	12222	13553
Professional Indemnity Insurance	1768	2000
Trustees Indemnity Insurance	840	840

Professional Indemnity Insurance is purchased to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents. Trustees Indemnity Insurance is purchased to indemnify the Trustees or other officers against the consequences of any neglect or default on their part.

No Trustee received any remuneration during the year. Payments were made to Trustees during the year of £309 in relation to travelling and subsistence expenses.

Trustee Expenses	<b>2011</b>	<b>2010</b>
	£	£
B Burnham	17	18
JL Davies	82	82
C Delaney	72	48
C Musson	99	33
N Wheeler	39	0
	<b>309</b>	<b>181</b>

## 8 EMPLOYEE INFORMATION

	<b>2011</b>	<b>2010</b>
	£	£
(a) Total Remuneration		
<i>Wages and Salaries</i>	463637	463182
<i>Social Security Costs</i>	33921	33077
<i>Superannuation</i>	62382	69964
	<b>559940</b>	<b>666223</b>
(b) Average weekly number of employees	<b>2011</b>	<b>2010</b>
<i>Administrative and Clerical</i>	3	3
<i>Project</i>	9	9
<i>Record</i>	9	9
<i>Education/Publicity</i>	2	2
	<b>23</b>	<b>23</b>

No employee earned over £60,000 per annum.

## 9 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 Pensions Scheme, which requires contributions to be made to a separately administered pension fund. The assets of the scheme are invested and managed independently of the finances of the Trust. The latest triennial actuarial valuation using the Projected Unit Method was undertaken by an independent qualified Actuary, AVIVA as at 6 April 2009. The pension scheme is a multi-employer scheme and is shared with four other charities. The actuarial reports do not enable each charity to identify the shares 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 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 charged to the statement of financial activities for the year amounted to £62,382 (2010 £69,964).

From the latest actuarial valuation the scheme assets, liabilities and deficits are listed below.

### Actuarial Valuation 6th April 2009 -

Value of Assets	4,319,000
Past Service Liability	
Active Members	4,685,000
Members with Preserved Benefits	1,281,000
Pensioners paid from fund	207,000
	6,173,000
Deficit	1,854,000
Funding Level	70%
Future Service employer contribution rate	10.3%

The principal assumptions in the actuarial report were -

Return on investments - up to retirement	6.5% per annum
Return on investments - after retirement	4.75% per annum
Rate of salary increases	3.25% per annum
Limited price indexation	2.75% per annum
Early leaver indexation	2.75% per annum
Commutation	22.5% of pension will be commuted for cash

At 6 April 2009, there were 60 active members and 18 members with preserved benefits of which 17 active members relate to The Dyfed Archaeological Trust.

Since the valuation date the employers of the scheme have indicated that with effect from 1 October 2007 the pension accrual rate will reduce for active members from 1/60th to 1/80th for each year of service. The employer has also agreed to contribute 21.3% of total pensionable salaries monthly from July 2008 with the aim of eliminating the deficit by July 2027. If the assumptions are borne out in practice, once the deficit has been eliminated, the employer contribution rate would be 10.8% of total pensionable salaries.

Payment of the above rate (plus members' contributions and the premiums required for the insurance of death in service benefits) will ensure that the benefits promised under the Scheme can be provided as they fall due, if the assumptions are borne out in practice. The contribution rates are based on the assumption that all members who joined before 6 April 2000 exercise their right to retire at age 60 (or their next birthday if over age 60 at the valuation date).

# 10 TANGIBLE ASSETS

	Freehold Property	Computer Equipment	Other Office Equipment	Excavation and Survey Equipment	Photographic Equipment	Total	2010
	£	£	£	£	£	£	£
<b>Cost</b>							
At 1 April 2010	136920	80850	47787	24681	5344	295581	291781
	<u>136920</u>	<u>80850</u>	<u>47787</u>	<u>24681</u>	<u>5344</u>	<u>295581</u>	<u>291781</u>
Additions	0	6078	100	1028	193	7400	3800
Disposals	0	0	0	0	0	0	0
At 31 March 2011	<u>136920</u>	<u>86928</u>	<u>47887</u>	<u>25709</u>	<u>5537</u>	<u>302981</u>	<u>295581</u>
<b>Depreciation</b>							
At 1 April 2010	12100	73274	41736	22758	4682	154550	136641
	<u>12100</u>	<u>73274</u>	<u>41736</u>	<u>22758</u>	<u>4682</u>	<u>154550</u>	<u>136641</u>
Charge in year	2498	8614	2030	974	286	14402	17909
Disposals							0
At 31 March 2011	<u>14598</u>	<u>81888</u>	<u>43766</u>	<u>23732</u>	<u>4968</u>	<u>168952</u>	<u>154550</u>
<b>Net Book Value</b>							
At 31 March 2011	<u>122322</u>	<u>5040</u>	<u>4121</u>	<u>1977</u>	<u>569</u>	<u>134029</u>	<u>141031</u>
At 31 March 2010	<u>124820</u>	<u>7576</u>	<u>6051</u>	<u>1923</u>	<u>662</u>	<u>141031</u>	<u>155140</u>

# 11 DEBTORS

	2011	2010
	£	£
Contract Debtors	85207	169862
Other Debtors & Prepayments	18582	22424
	<u>103789</u>	<u>192286</u>

# 12 CONTRACT WORK IN PROGRESS

Contracts in progress of completion	<u>18107</u>	<u>32464</u>
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# 13 CREDITORS

	2011	2010
	£	£
Amount falling due within one year		
Other creditors including bank loan secured repayment of £3 583 for one year	83474	145846
	<u>83474</u>	<u>145846</u>
<i>Contract Prepayment and commitments</i>		
Contract prepayment	66780	51500
Contract commitments in progress	15348	11663
	<u>82128</u>	<u>63163</u>

#### 14 CREDITORS

Amounts falling due after more than one year

Bank loan secured

35684 39384

A flexible bank loan was secured on the freehold property purchased on 31 August 2005

The balance above in respect of the outstanding bank loan includes £20 051 which is payable in instalments after more than 5 years

35684 39384

#### 15 FUTURE FINANCIAL COMMITMENTS

Operating leases

At 31 March 2011 the company had annual commitments under operating leases as set out below:

Operating leases which expire	2011		2010	
	Shire Hall Building	Other	Shire Hall Building	Other
Within one year	12563	10323	12563	13075
In the second to fifth year	37689	11261	37689	12946
Over five years	0		0	0
	<u>50252</u>	<u>21584</u>	<u>50252</u>	<u>26021</u>

#### 16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible Assets	134029	0	134029
Current Assets	397205	0	397205
Current Liabilities	<u>165602</u>	<u>0</u>	<u>165602</u>
	365632	0	365632
Creditors due after more than one year	35684	0	35684
Net Assets at 31st March 2011	<u>329948</u>	<u>0</u>	<u>329948</u>

#### 17 MOVEMENT IN FUNDS

	Balance at 31-Mar-10	Incoming Resources	Outgoing Resources	Transfers	Designated Fund Expenditure	Balance at 31- Mar-11
<b>Restricted Funds</b>						
Cadw Grants	0	347050	(353536)	(6486)	0	0
RCAHWW Grants	0	29930	(29214)	716	0	0
<b>Total Restricted Funds</b>	<u>0</u>	<u>376980</u>	<u>(382750)</u>	<u>(5770)</u>	<u>0</u>	<u>0</u>
<b>Unrestricted Funds</b>						
General Funds	208946	541059	(459627)	(5770)	(25000)	259608
Reserve Fund (19)	45340	0	0	0	25000	70340
Designated SMR Fund (20)	0	0	0	0	0	0
<b>Total Unrestricted Funds</b>	<u>254286</u>	<u>541059</u>	<u>(459627)</u>	<u>(5770)</u>	<u>0</u>	<u>329948</u>
<b>TOTAL FUNDS</b>	<u>254286</u>	<u>918039</u>	<u>(842377)</u>	<u>0</u>	<u>0</u>	<u>329948</u>

## 18 RESERVES POLICY

A General Reserve Policy has been established in order to maintain services should temporary problems be experienced in any of the major areas of income or expenditure, or if the Trust should become exposed to an unexpected financial contingency. It is intended and expected that the reserves would cover such financial shortfall in the short term until appropriate remedial action has been taken.

	Reserves
Balance brought forward at 1st April 2010	45340
Transfer from General Reserve	25000
<b>Balance carried forward at 31st March 2011</b>	<b><u>70340</u></b>

## 19. DESIGNATED FUNDS

The Trust designated £8,538 for the on-going development of a new digital platform for the Historic Environment Record. This was set aside out of unrestricted funds by the Trustees. The balance of this fund is shown below.

	HER
Balance brought forward at 1st April 2010	0
Expenses incurred during the year	0
Transfers to General Fund	0
<b>Balance carried forward at 31st March 2011</b>	<b><u>0</u></b>

## 20 ULTIMATE CONTROLLING PARTY

Ultimate control is exercised by the Management Committee, which is a delegated committee of the Board of Trustees, together with the Trust Chief Executive.

## 21 STATUS AND TAXATION

The Trust is registered under the Companies Act and is a Company Limited by guarantee not having a Share Capital. No provision for Corporation Tax has been made as the Trust is a registered Charity.

## 22 VAT

The Trust registered for VAT during the year ended 31 March 2010 after consultation with a VAT specialist. HM Revenue and Customs calculated a VAT liability and penalties, now settled in full.