

Council for British Archaeology – East Region

Minutes of the Annual General Meeting

2.00 pm 11th June 2022 held in Charles Gray Room, Colchester Castle, CO1 1TJ

Present	
Aileen Connor AC	Mark Curteis MC
David Gordon DG	Andy Instone AI
Louise Harrison LH	Penny English
Lisa Corley	

No	Item	Action
1	Apologies: Geoff Lunn, Richard Cushing, Michael Coles, Kenneth Dodd, Henry Webber, Jane Carr, John Stanford, Neil Redfern	
2	Minutes of the last meeting 22nd May 2021, via Zoom Minutes agreed	
3	Matters arising No matters arising were raised	
4	Chair's report See report attached. There was a suggestion from Lisa Corley that we seek a technical person from one of the universities.	
5	Secretary's report See report attached.	
6	Treasurer's report See report attached. Note 2, a proposal to close two superfluous bank accounts was put before the AGM and carried.	
7	Membership report David Gordon has assumed the role of Membership Secretary. Totals for 2021/22: 37 individual direct members; 6 affiliated societies having direct membership of CBA East; 121 individual members who joined through CBA; possibly 37 affiliated Groups joining via CBA. DG reported problems with member numbers coming through the CBA website. To date we don't know the actual number of affiliated societies we have. CBA are sorting out these problems. This compares with totals for 2020/21: 120 individual members, 26 affiliated societies.	
7	Election of Committee Noted that Richard Cushing, Michael Coles and Henry Webber are retiring – Thanks from the committee for all their contributions over the years.	

	Nominations Chair – Aileen Connor Secretary – Louise Harrison Membership Secretary and Newsletter Suffolk Rep – Mark Curteis Herts Rep – Andy Instone The existing committee member nominees were proposed en bloc by Lisa Corley, seconded by Penny English and were all elected. Treasurer – Geoff Lunn – proposed Louise Harrison, seconded by David Gordon - carried Committee members – Kenneth Dodd & Shannon Hogan – proposed Mark Curteis, seconded Andy Instone – carried. There were no other nominations. The following posts remain empty: Vice Chair, Events Secretary, Norfolk Rep, YAC Liaison Officer.	All
8	AOB. It was suggested we circulate a questionnaire to members asking what else they would like from CBA East. Lisa Corley thought she might be free in a year's time to take on the role of Events/Conference organiser.	
10	Date of next meeting Saturday 10th June 2023, tbc	
11	Aileen Connor announced the meeting closed and members were free to explore the galleries.	

CBA East Chairman's Report AGM June 11th 2022

Thank you for attending this in person meeting, the first since the start of the pandemic. We are really only just starting to learn how to live with coronavirus so I know that there will be many people who are still not happy to attend in person meetings. you will make full use of you free entry to Colchester Museum today.

I'd like to start by thanking members of the committee, who have continued to meet via Zoom, and more recently we have returned to in person meetings.

I'd like to thanks our Secretary, Louise Harrison, who has been central to organising our meetings as well as both instigating and organising our first winter lecture series via Zoom. These talks proved to be a great success, attracting not only regional members but also interest from across the world. We will be continuing with a second season of lectures in the same format and hope to continue to gain publicity and possibly even some new members by this means.

As with all of the CBA regional groups, the large area that we cover means that getting people together in person has always been difficult but using communications technology opens our meetings to a wider audience.

Whilst we have not been able to organise any conferences ourselves we have been support the NNAS (Norfolk and Norwich Archaeological society) conference focussing on community archaeology held in April this year. We are keen to build on this partnership and would hope to support other affiliate organisations

We continue to offer small grants to individuals and groups that are committed to promoting archaeology within our region. Three small grants were paid out for projects in our region – for publication of Fransham: people and land in a central Norfolk parish; to Dr Ian Brown, for continued survey work at Ravensburgh Iron Age hillfort; and for PhD research into East Anglian Buildings with particular reference to Bury St Edmunds.

For 2023 we are planning to hold a conference on the subject of crime, death and punishment, so look out for more information on that in the coming months.

Also Richard Cushing has retired from the committee after giving us many years of hard work. Richard has been a tireless treasurer and will be very much missed but we wish him well in his future endeavours

Mike Cole is also standing down from the committee as an elected member this year in accordance with our constitution. Mike has done sterling work as our minutes secretary and has kindly offered to be co-opted to the committee and continue in that role should we have a need.

We continue to slowly build on our knowledge of social media and we are slowly working on updating our web pages. However, our main means of communication is still via our newsletter and email updates, for all of which we are very grateful to David Gordon, who is also our membership secretary.

We continue to contribute to the Rendlesham Revealed Project via the Advisory Group Panel. The Rendlesham Project organised a community display in May and will be carrying out a second season of excavation in August and September

Our communications and contact with other CBA Groups and with CBA at national level continues to improve under the leadership of Neil Redfern (CBA Executive Director) and he has offered to join a committee meeting for further discussions in the near future, he sends his apologies for his absence at our AGM. Quarterly group meetings via Zoom have been instigated and are a very useful forum for sharing ideas and raising issues. Members of the committee have attended two of these meetings since their introduction in the last year and will continue to attend whenever possible.

Communications from CBA have also improved and all of the groups now receive a weekly communications update which outlines the national focus and allows groups to share information.

Currently the focus is on The Marsh Archaeology Awards and the Festival of Archaeology – look out for events between 16th and 31st July.

Aileen Connor 11.6.2022

Secretary's Report from 1st April 2021 to 31st March 2022

After the hiatus in 2020 which meant the 2020 AGM had to be cancelled, an AGM was held via Zoom in May 2021. This was the first time a CBA East AGM has been held online. Three members of the Committee stood down at the AGM: Andrew Rogerson, Alison Tinniswood, and David Buckley. Grateful thanks were extended to these volunteers for years of commitment to CBA East. One new member, Henry Webber, was elected to the Committee as the representative of the Essex Society for Archaeology and History, and following the AGM, one new member was co-opted onto the Committee. This was Shannon Hogan who works for The National Trust. Aileen Connor replaced Andrew as Chair of CBA East. During the year, in July, David Gordon agreed to assume the role of Membership Secretary.

The AGM included two speakers: Neil Redfern, talking about his new role as Executive Director and Company Secretary of Council for British Archaeology; and Joanne Caruth, Principal Post-excavation Manager for Cotswold Archaeology Suffolk. Jo gave a great talk on the excavations at Court Knoll, Nayland, Suffolk, which is a truly fascinating medieval site. Details of these talks were printed in the June 2021 Newsletter.

There were 7 committee meetings during the year, more than usual but five of these were via Zoom.

There were three Newsletters issued during the year: regular copies in June 2021 and January 2022, as well as an Interim Newsletter in September 2021.

CBA East was pleased to grant £250 each to: Dr Ian Brown towards analysis of bone and pottery from the Ravensburgh Castle Hillfort Project; and to Sarah Breiter, an American PHD student whose thesis is on "Buildings as Evidence of Landscape Relations in West Suffolk from 1450-1700". CBA East also gave £500 to Norfolk County Council to honour a commitment to support publication of "Fransham: people and land in a central Norfolk parish" by Andrew Rogerson.

Most events were cancelled or postponed to the following year but a guided tour of the last phase of the excavations at Clare Castle, Suffolk, was given free to members on Wednesday 6th October 2021, courtesy of Cotswold Archaeology Suffolk. The tour was reported on in the January 2022 Newsletter.

Regretfully, owing to ongoing disruption caused by the Covid-19 panic, plans for a CBA East conference were postponed again. However, January saw the first of the monthly, on-line lectures delivered during this year. The lectures were free to all who are interested in archaeology and were organised through Eventbrite. The first was delivered by Dr Mark Curteis on the subject of "The Archaeology of Ritual and Magic"; the second by Dr Emma Brownlee on "Brooches, Beds, and Burials: Early Medieval Eastern England in its European Context"; and the third given by Anna Forrest on "Between the cracks: underfloor archaeology at Oxburgh Hall, Norfolk". The lectures were well received and attended on average by about 55 viewers. We hope to repeat the success of these lectures in the coming year.

This completes the Secretary's Report.

CBA East

Treasurer's Report to the Annual General Meeting for 2021-22

The accounts for the year 1st April 2021 - 31st March 2022 are presented below.

CBA East - Income & Expenditure					
			2021/22	2020/21	
Income					
Membership Receipts	1	613.00		832.00	
Donation		15.00			
Interest	2	1.00		1.00	
Total Income			629.00	833.00	
Expenditure					
Insurance	3	113.84		113.80	
Meetings Exp	4	95.56			
Grants Made	5	1000.00		250.00	
Stationery & Printing		25.68		43.52	
Postage		125.10		54.38	
Lecture fees	6	100.00			
Total Expenditure			(1460.18)	(461.70)	
Transfer (from)/to Acc. Fund			(831.18)	371.30	
Balance Sheet - Accumulated Fund					
			31 Mar 22		31 Mar 21
Balance Brought Forward			13794.47		13423.17
Transfer in year			(831.18)		371.30
Balance Carried forward			12963.29		13794.47
Less Creditors	7		(500.00)		
Debtors (Est)	8		390.00		
Nett Current Assets			12853.29		

Notes:

- 1) Membership rates are £5 for two people at the same address, and £7 for an institution.
Income is received from two sources – indirectly from CBA nationally, where members pay as part of their national subscription and locally, where members pay directly to CBA East.
The amount received from CBA nationally was £387, which compares poorly with the average over the previous four years of £777.50. In September 2021, the national organisation introduced new software. See also Note 8.
The sum received locally was £216, compared with a previous average of approx £70. The Membership Secretary has been active in producing a newsletter and reminding members where their membership had lapsed, and the Secretary has organised on-line talks which have been well received. Together these have probably contributed to the strong local performance.
Had membership subventions been received on time, the income for the year would have been approximately £1,000.
- 2) CBAE maintains three bank accounts. A current account with Barclays is used for day-to-day transactions. Pre-merger accounts with Scottish Widows and with Bank of Scotland remain open. After some difficulty in tracing signatories, they are now under the control of the Treasurer. A proposal to permit the Committee to open additional accounts and to close these accounts is to be placed before the AGM.
- 3) CBAE is insured as part of a joint policy with Aviva (Number 24765101 CHC/SO/000811), arranged for CBA nationally by Towergate Insurance.
- 4) This figure represents charges for the AGM in 2021 and for the series of evening lectures, all held via Zoom.
- 5) A grant of £500 was made for publication of *Fransham: people and land in a central Norfolk parish* (originally agreed in 2019, but has just reached proof stage); £250 was made to Dr Ian Brown, for continued survey work at Ravensburgh Iron Age hillfort (agreed 2020); £250 to Sarah Breiter for PhD research into East Anglian Buildings with particular reference to Bury St Edmunds.
- 6) A series of evening lectures was introduced. This figure represents fees paid to the speakers and to the National Trust (Oxburgh Hall).
- 7) The Balance Carried Forward represents the sum of funds in the bank accounts, but the figure here represents an amount pledged in 2019 to facilitate an application to the HLF for a grant. At the moment this remains unclaimed, but is potentially payable by CBA East.
- 8) The figure for Debtors represents an estimate of the amount paid by members to the national organisation, the Council for British Archaeology, but as yet neither declared nor transferred to CBA East. The estimate is based upon the average amount received in the four accounting periods 2017/18 to 2020/21. (See also Note 1).
- 9) I am grateful to Mr John Stanford for acting as Independent Examiner. Mr Stanford's report is appended.

RACushing

R A Cushing,
Treasurer.
18th April 2022.

Independent examiner's report to the trustees of CBA East

This is a report to the trustees on my examination of the accounts of the CBA East (the Trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). Even though the gross income of the charity did not exceed £25,000 in the financial year I was asked to conduct an independent examination of the accounts.

I report in respect of my examination of the Trust's accounts carried out in line with the Directions and Guidance provided by the Charity Commission.

Independent examiner's statement

I have completed my examination.

I am satisfied that the accounting records were kept as required by section 130 of the Act and the accounts accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed:



John Stanford
11 Histon Road
Cottenham
Cambridge
CB24 8UF

Date:
23.4.22