



# SURREY ARCHAEOLOGICAL SOCIETY



*Surrey Archaeological Society excavations at Bookham Courte, Surrey*

## ANNUAL REPORT 2014-15

**SURREY ARCHAEOLOGICAL SOCIETY**

ANNUAL REPORT 2014-2015

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**SURREY ARCHAEOLOGICAL SOCIETY**

**TRUSTEES ANNUAL REPORT 2014-2015**

The trustees present their report and the financial statements of Surrey Archaeological Society for the year ended 31 March 2015.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Patron:** Dame Sarah Goad DCVO, JP, Lord Lieutenant of Surrey

The trustees of the charity and the directors of the company are the President, Vice Presidents, Honorary Officers and Elected Members of the Council who served between 1 April 2014 and 31 March 2015 as follows:

**President:** Miss E L Corke (to November 15 2014); Dr D G Bird (from November 15 2014)

**Vice Presidents:**

Miss E Corke (Past President) (from November 15 2014)

Professor A G Crocker, DSc, FInstP, CEng, FSA (Past President)  
(resigned November 15 2014)

K D Graham, FSA (Past President)

D G Bird, BA, PhD, FSA (to November 15 2014)

J F Cotton, BA, MA, FSA

Mrs G M Crocker, BA, FSA (resigned November 15 2014)

J English MA, PhD

Mrs A C Graham

A R Hall, MA

G P Moss, BSc, PhD, ARCS

R W Savage, MA, FSA

P E Youngs

**Honorary Officers:**

**Secretary:** D M Calow

**Treasurer:** M A Edwards, FCA

**Joint Editors:** Mrs A C Graham; Ms S Hill; J S Pile

**Editor of the Bulletin:** P M Jones

**Librarian:** Mrs R F Hughesdon BA, MCLIP

**Elected Members:**

Resigned 15 November 2014: P Balmer, R K Brookman, Mrs A Lea, J W Reading, Mrs P E Savage, Dr D C Taylor

Retire 2015: Mrs J M Balchin, M A Edwards, Mrs I M Ellis, Dr C M Ferguson, Mrs M Korndorffer, A V Norris

Retire 2016: Dr M Alexander, Mrs N A Cowlard, Ms L L M Hays, C S Quinn, Ms J Smith, C J W Taylor

Retire 2017: R A Bryson, D Hartley, Ms R Lambert, Ms J Richards, Dr A Sassin, Mrs L Spencer

Retire 2018 (appointed November 15 2014): N Bond, Mrs R Hooker, Mrs A Mason, Mrs P Taylor, T Wilcock, D W Williams.

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**Honorary Vice Presidents at 31 March 2015:**

Professor A G Crocker, DSc, FInstP, CEng, FSA (Past President)

Miss A J Monk (Past President)

R F Muir (Past President)

J Boulton

D C H Combe

Mrs V Ettliger

Professor E C Fernie, CBE, FSA

S E D Fortescue, BA, FSA

J N Hampton, OBE, FSA

D F Renn, CBE, PhD, FIA, FSS, FSA

A C Sargent BA, FCA

P A Tarplee

Mrs A Watson

**REGISTERED OFFICE:**

Castle Arch, Guildford, Surrey GU1 3SX

Telephone & Fax: 01483 532454; e-mail: [info@surreyarchaeology.org.uk](mailto:info@surreyarchaeology.org.uk); web: [www.surreyarchaeology.org.uk](http://www.surreyarchaeology.org.uk)

**COMPANY REGISTRATION NO:** 1160052. **REGISTERED CHARITY NO:** 272098

**INDEPENDENT EXAMINER:** Kerry Gallagher, ACA, Baker Tilly Tax and Accounting Limited, Davidson House, Forbury Square, Reading, Berkshire RG1 3EU.

**INVESTMENT MANAGER:** Charles Stanley & Co. Ltd., 70-72 Chertsey Street, Guildford, GU1 4HL

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Surrey Archaeological Society was inaugurated on 12 May 1854, registered as a company with limited liability on 23 January 1974 and incorporated as a charity on 13 February 1974. The governing documents are the Memorandum and Articles of Association dated 19 January 1974 as amended by special resolution on 26 November 2000. This is the 160th Annual Report of Surrey Archaeological Society and the 41st Annual Report of the Incorporated Surrey Archaeological Society. The report and accounts are for the period 1 April 2014 to 31 March 2015.

The Society is governed by its Council which normally meets four times a year. The members of the Council are the Directors of the Company and Trustees of the Charity. The Council includes the President, Vice-Presidents and Honorary Officers each of whom is elected at the Annual General Meeting. The Council also includes twenty-four ordinary members of the Society, six of whom are elected at each Annual General Meeting to serve four years. From time to time members are co-opted and people from local Heritage organisations may attend.

The Society has Committees and Groups which report to the Council. The Management Committee comprises the President and some Vice-Presidents and Honorary Officers. The Management Committee gives advice to the Council but has no delegated authority. The Society's investments are managed by an independent investment manager appointed by the members of the Society and supervised by the Investment Committee within guidelines decided by the Council. The Research Committee guides research policy and, subject to budgets and approvals decided by the Council, approves grants to the public and funding for members' projects. The Library Committee manages the Society's library and documentary archives, decides purchases and recommends disposals subject to review by the Council. The other committees and groups allow members to follow special interests. The membership of each Committee and Group includes trustees of the Charity.

### **Committee members as at 31 March 2015:**

*Library Committee:* Mrs R Hughesdon (Honorary Librarian and Chairman), Dr M Alexander, Miss A Bowey, Dr R Christophers, Mrs C Garrard (Surrey Heritage), Mrs H Jeffery (Secretary), Mrs M Williams, P Youngs.

*Management Committee:* Dr D G Bird (President and Chairman), D Calow (Secretary), R Bryson, Miss E Corke, M A Edwards (Treasurer), K D Graham, Mrs R Hughesdon, R Savage.

*Publications and Editorial Committee:* Dr G P Moss (Chairman), Mrs A C Graham (Joint Honorary Editor), Ms S Hill (Joint Honorary Editor), J Pile (Joint Honorary Editor) Mrs R Hooker (Secretary), P Jones (Honorary *Bulletin* Editor), Mrs G M Crocker, D W Williams.

*Research Committee:* Miss E Corke (Chairman), Mrs R Hooker (Secretary), K D Graham, P Jones, Dr G Lachelin, Dr G Moss, R Savage, Mrs P Taylor.

*Surrey Local History Committee:* Dr G Moss (Chairman), Mrs J Balchin, Mrs L Hayes (Secretary), Professor A G Crocker, Mrs G M Crocker, Dr C Ferguson, Mrs A McCormack, J Pooley, P Stevens.

*Surrey Industrial History Group Committee:* Professor A G Crocker (President), R Bryson (Chairman), H Anscombe (Secretary), J Spencer (*Newsletter* Editor), Mrs G M Crocker, J Bourne, Mrs M Levett, Dr G P Moss, Mrs P Taylor (Membership Secretary), R Turier.

### **Method of recruitment, election and training of trustees**

Trustees and directors are elected from the membership of the Society at the Annual General Meetings and are normally selected from those members who are particularly interested and who have skills of value to the Society. Each new member of the Council receives an induction pack which sets out responsibilities and good practice, explains the policies of the Society and provides copies of previous Council minutes.

### **Risk management**

The Council assesses the potential risks to the Society each year and prepares a five year rolling strategy to mitigate risks identified and guide new developments.

### **Professional indemnity insurance**

Surrey Archaeological Society has insurance to provide an element of professional indemnity cover for trustees and directors amounting to £250,000 in respect of any one claim. The cost of this insurance policy to the charitable company for the year was £620 (2013-2014: £592).

### **Trustees' and Directors' responsibilities in the preparation of financial statements**

The trustees, who are also the directors of Surrey Archaeological Society for the purposes of company law, are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law, the trustees must not approve the financial statements unless they are satisfied that they 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 apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- 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 that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

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

### **Independent Examiner**

Kerry Gallagher, ACA, of Baker Tilly Tax and Accounting Ltd has indicated her willingness to continue in office.

### **Statement as to Disclosure of Information to the Independent Examiner**

The trustees and directors at the date of approval of this trustees' annual report confirm that in so far as each of them is aware, there is no relevant information of which the charitable company's independent examiner is unaware, and the trustees and directors have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

### **Surrey Archaeological Society staff and working hours**

ADMINISTRATIVE ASSISTANT: Mrs Emma Coburn

Friday 9.30-12.45 1.15-4.15

ASSISTANT LIBRARIAN: Mrs Hannah Jeffery MCLIP

Monday 9.45-1.00 1.30-4.45

Tuesday\* 9.45-1.45

Wednesday 9.45-1.00 1.30-4.45

Saturday\*\* 9.30-1.30

\*(all but Tuesday preceding the first Saturday in each month) \*\*(first Saturday in each month or by appointment)

### **Representation on local committees at 31 March 2015**

Council for British Archaeology South East	Mrs R J Hooker, P Youngs
Council for British Archaeology London	Mrs R J Hooker
Standing Conference on Portable Antiquities	K D Graham
SCC Historic Environment Group	Dr D G Bird, D Calow
Reigate & Banstead Archaeological Committee	Dr G P Moss, D W Williams
Reigate Heath Management Committee	Mrs J Newell
Archaeological Curators Group	P Youngs
Woking Palace Consultative Panel	R Savage, Mrs P Savage
Surrey Hills Joint Advisory Committee	Mrs S Corke
Southwark and Lambeth Archaeological Excavation	Dr G P Moss

## Honorary Local Secretaries

Organising Secretary  
C J W Taylor

Elmbridge  
*Esher, the Dittons,  
East & West  
Molesey*  
Vacancy

*Cobham, Oxshott & Stoke  
D'Abernon*  
Dr D C Taylor  
Appleton  
4 Cedar Avenue  
Cobham KT11 2AB

*Walton & Weybridge*  
Vacancy

Epsom & Ewell  
Mrs N A Cowlard  
1 Norman Avenue  
Epsom  
Surrey KT17 3AB

Guildford  
*Guildford*  
Dr M Alexander  
7 Oxford Terrace  
Guildford GU1 3RJ

*Albury, Shere, Chilworth & St  
Martha*  
A V Norris  
Woodbury  
49 Dorking Road  
Chilworth  
Surrey GU4 8NW

*Artington, Peasmarsh, Merrow,  
Burpham, Shalford, Stoke &  
Stoughton*  
D Calow  
14 Beech Lane  
Guildford GU2 4ES

*Tongham, Puttenham &  
Wanborough*  
R Briggs  
76 The Street  
Puttenham  
Guildford GU3 1AU

*Ash, Pirbright, Normandy &  
Worplesdon*  
R Wild  
Frosbury Farmhouse  
Gravett's Lane  
Worplesdon  
Guildford GU3 3JW

*Ockham, Ripley & Wisley*  
Mrs A Watson  
Well Cottage  
Hatchford End  
Cobham KT11 1NA

*The Clondons, Effingham & the  
Horsleys*  
Mrs A Vallis  
Gryphon  
Dirtham Lane  
Effingham KT24 5SD

*Send*  
Vacancy

Mole Valley  
*Leatherhead & Ashted*  
A Hall  
24 Windfield, Epsom Road  
Leatherhead  
Surrey KT22 8UG

*Fetcham & the Bookhams*  
P Stanley  
11 Wallis Mews  
Guildford Road  
Leatherhead KT22 9DQ

*Dorking, Brockham, Mickleham,  
Milton & Westcott*  
Mrs V Ettliger  
Royden Cottage  
Cliftonville  
Dorking RH4 2JF  
and  
F Pemberton  
Rose Cottage  
5 Flint Hill  
Dorking RH42LL

*Abinger & Wotton*  
Miss E Corke  
Eversheds  
Abinger Hammer  
Dorking RH5 6QA

*Betchworth, Buckland, Headley &  
Leigh*  
Mrs B Higgins  
High Bank  
Mill Hill Lane  
Betchworth  
Surrey RH3 7LS

*Capel, Holmwood & Ockley*  
C van der Lande  
Folly Farm  
South Holmwood  
Dorking RH5 4NH

*Newdigate*

Ms J Lilley  
Lance's Cottage  
Parkgate Road  
Newdigate RH5 5DY

Reigate & Banstead  
*Reigate, Redhill, Merstham &  
Gatton*  
R L Ellaby  
47 Priory Drive  
Reigate RH2 8AF

*Banstead, Woodmansterne,  
Chipstead, Kingswood & Walton*  
C J W Taylor  
14 The Chase  
Coulston  
Surrey CR5 2EG

*Charlwood, Horley*  
Mrs R J Hooker  
59 Thornton Place  
Horley  
Surrey RH6 8RZ

Runnymede  
*Chertsey, Addlestone, Ottershaw  
& Woodham*  
Mrs P McKenna  
21 Duffins Orchard  
Brox Road  
Ottershaw  
Surrey KT16 0LP

*Egham & Thorpe*  
Vacancy

Spelthorne  
P Bailey  
23 Manygate Lane  
Shepperton  
Middx TW17 9EQ

Surrey Heath  
*Camberley, Frimley, Bagshot,  
Bisley, Chobham, Windlesham*  
P Stevens  
22 The Avenue  
Camberley GU15 3NE

*Mytchett, Frimley Green &  
Deepcut*  
J Emuss  
236 Mytchett Road  
Mytchett  
Camberley GU16 6AF

Tandridge  
*Caterham, Chaldon, Warlingham  
& Woldingham*  
Mrs M Saaler  
69 Beechwood Road  
Caterham CR3 6NF

<i>Bletchingley, Burstow &amp; Nutfield</i> Vacancy	<i>Hascombe &amp; Chiddingfold</i> Vacancy	Kingston upon Thames J F Cotton 58 Grove Lane Kingston upon Thames, Surrey KT1 2SR
<i>Godstone, Horne &amp; Tandridge</i> Miss S E Hartwell 14 Bell Meadow Godstone Surrey RH9 8ED	<i>Milford, Witley &amp; Peper Harow</i> Vacancy	Lambeth & Southwark Dr G J Dawson 40 Station Road Orpington Kent BR6 OSA
<i>Chelsham, Limpsfield, Oxted, Tatsfield &amp; Titsey</i> C Hasler 54 Park Road Oxted RH8 OAW	<i>Godalming &amp; Busbridge</i> Mrs S Janaway 58 Coopers Rise Godalming GU7 2NJ	Merton Vacancy
<i>Lingfield, Crowhurst, &amp; Felbridge</i> Vacancy	<i>Binscombe, Farncombe &amp; Compton</i> Mr & Mrs J Whitbourn 65 Binscombe Crescent Binscombe Godalming Surrey GU7 3RA	Richmond upon Thames P Brown 72 The Avenue Richmond Surrey
<i>Waverley</i> <i>Farnham, Hale, Runfold, &amp; Wrecclesham</i> K D Graham Stannard's View Frith End Bordon Hampshire GU35 OQR	<i>Alford, Cranleigh, Dunsfold &amp; Ewhurst</i> Dr J English Flat 1 2 Rowland Road Cranleigh GU6 8SW	Sutton <i>Sutton &amp; Cheam</i> R Brookman 22 Chalgrove Road Sutton Surrey SM2 5JL
<i>Dockenfield, Elstead, Frensham, Thursley &amp; Tilford</i> Mrs J H Wardle 3 Charles Hill Cottages Farnham Road Elstead Godalming GU8 6LE	<i>Bramley, Womersley &amp; Shamley Green</i> M Borrell 18 Blackheath Grove Womersley Guildford GU5 0PU	<i>Beddington, Wallington &amp; Carshalton</i> J R Phillips Flat 5 31 Camden Road Sutton SM1 2SH
<i>Hambledon</i> Miss A Monk Bryony Bank Woodlands Road Hambledon GU8 4HL	<i>Woking</i> Mr R and Mrs P Savage 22 Fairlawn Park Woking GU21 4HT	Wandsworth Vacancy
<i>Haslemere, Hindhead, &amp; Churt</i> Ms R Lambert 2 Coachmans Cottage, Land of Nod, Grayshott Road, Headley Down, Hampshire GU35 8SJ	LONDON BOROUGHS	
	Croydon <i>Croydon &amp; Norbury</i> J Davison 8 Brantwood Road South Croydon CR2 0ND	
	<i>Coulsdon, Purley, Sanderstead &amp; Farleigh</i> C J W Taylor 14 The Chase Coulsdon Surrey CR5 2EG	

## **Membership**

Subscriptions are for the financial year and are due on 1 April. Subscriptions for 2015 are: ordinary members: £30; associate members (living at the same address as an ordinary member): £5; full time student members (between 21 and 26): £12.50; junior members (16 to 20): £6; junior members living at the same address as an ordinary member: free; institutional members in Surrey: £30; elsewhere in UK: £40; overseas: £50. Application forms are available on the Society's website and from the Hon Secretary at Castle Arch. Cheques should be made payable to Surrey Archaeological Society.

Members are asked to inform the Hon Secretary of any change of address. Members are also asked to inform the Hon Secretary of their intention to resign and if they learn of the death of any member.

## **Legacies and donations**

The Society is a registered charity and is very grateful for all legacies and donations which are an important source of finance to help the Society with its work. Gifts, when relevant to the work of the Society, are gratefully accepted although it may not be possible to accept all offers. The main categories of acceptable gifts are: printed books and pamphlets, maps, prints, photographs, original drawings and other graphic matter, manuscript material and archaeological finds relating to Surrey.

## **Contributions for publications**

The Hon Editors are pleased to consider articles, notes and reports for publication in the *Collections*, *Surrey History*, the *Bulletin*, *SIHG Newsletter* or a Research Volume. Consultation at an early stage is advisable so that drawings and other illustrations are prepared to suit page sizes. Advice for contributors is available.

## **OBJECTIVES AND ACTIVITIES**

The principal aims of Surrey Archaeological Society are to promote the study of the archaeology, pre-history and history of the County of Surrey as defined by the 1854 boundaries and subsequent enlargements.

The Society carries out research, excavations, fieldwork and surveys and provides opportunities for the public to visit its sites and for members to be trained and participate in its activities. The Society arranges meetings, lectures, exhibitions, visits to archaeological sites and places of historical interest and actively encourages research findings to be published in its journals which are increasingly available free of charge on the Society's website. The Society maintains an extensive specialist lending library where books and publications relating to Surrey's heritage may be consulted free of charge by members of the public. Membership of the Society is open and new members are welcome.

The Society published the Surrey Archaeological Research Framework (SARF) in 2006. This is available free of charge on the Society's website and provides the basis by which the Society's research and activity can be measured and expenditure allocated. The Society is preparing a revision for publication in 2016 as the Surrey Historic Environment Research Framework (SHERF). This important project is developed with other key Heritage organisations in Surrey.

The Society encourages public access to its activities by providing financial and technical support to such events as 'Dig-for-a-day' and other community excavations. Open Days at excavations at Woking Palace have been particularly successful as have community test-pitting events at Woking, the Bookhams and Ockham. Local History conferences and meetings have provided opportunities for members of local societies to extend their knowledge and demonstrate the results of their research. These events are publicised on the Society's website and in its regular *Bulletin*.

The Society makes grants to members of the public and supports projects arranged by its members which contribute towards answering questions raised in the Research Framework. Grants up to £2,000 are decided by the Research Committee while grants of £2,000 and above are decided by the Council. Application forms are available on the Society's website and should be submitted to the secretary of the Research Committee. Applications are assessed on the basis of the relevance of the subject to the Research Framework and the probability that the project will be completed correctly, within the time agreed and, most importantly, that the results will be published.

The Society is independent but has shared membership with local, regional and national Heritage organisations. Its local links are with Guildford Museum, Surrey History Centre, English Heritage and many Surrey based local history and archaeological societies and museums. Society members actively support regional groups of Industrial Archaeologists, the Council for British Archaeology as well as Societies in neighbouring counties. The Society maintains links with those universities in the region that retain heritage departments.

On 31 March 2015 the membership was (31 March 2014 figures in brackets): Honorary 4(6); Life 3(4); Ordinary 588(616); Associate 61(75); Junior 34(49); Student 12(9) and Institutional 120(121); Total 822(880).



It is with great sadness that the death of the following members is recorded: Mrs H Anderson, Miss J Carter, Mr J Cloake, the Viscountess Hanworth, Mr R Greening, Mrs P Hampton.

## **ACHIEVEMENTS AND PERFORMANCE**

### **President's Report**

I should begin this report by offering thanks to my predecessor, Miss Emma Corke, for her tireless work as our President. We should also offer Dame Sarah Goad our thanks for her support as our Patron. I am sorry that she will resign when she ends her period as the Lord Lieutenant of Surrey. The deaths of three Honorary Vice Presidents, Miss J Carter, Lady Hanworth and Professor Frere must also be sadly noted. On a happier note we should note the generosity of our late member Graham Berton who left the Society a very generous bequest which means that more money will be available for grants for local projects.

These are times of change for the Society as we start to consider the establishment of a smaller Board of Trustees to make it easier to deal with the requirements of the Charity Commission. The overall aim is to change as little as we can while freeing Council to concentrate more on matters properly relevant to the archaeology and history of Surrey.

In that context it is good to see that thanks to the initiative of Mr T Wilcock we have a new group to concern itself with our Website and Social Media and will soon see another new group led by Dr C Ferguson to foster research on Early Modern Surrey. Against this we must set the demise of the Guildford Group. All these things serve as a reminder of how much we rely on people taking active leadership roles, and being prepared to volunteer to provide assistance in the library, the office, in the care of tools and in many other ways as the individual entries in this Annual Report make clear. Mrs A Lea and Mr R Brookman have given us much help in this way and their contributions will be greatly missed as they have moved or will soon move away from the county.

The work of Mrs E Coburn, Mrs H Jeffery, Mrs R Hooker, and Mrs M Roberts continues to be vital and it is easy to take for granted the efforts of our Honorary Officers who must deal with the constant changes in regulations and work hard to maintain the Society's high academic standards.

The Society continues to be very active on many fronts. Excavations at Abinger, Ewell, Flexford and Woking Palace, at all of which Society members played major roles, were very successful and continue to provide important results. I am pleased that new fieldwork is being developed at sites such as Charlwood. Of course post-excavation work can be just as exciting as fresh information comes to light, and good progress is being made with medieval pottery studies and (by AARG) on Roman pottery and tile from our excavations.

A successful conference on the revision of the Research Framework must now lead to the development of a future programme of fieldwork and research. This will be greatly fostered by our new Bartington magnetometer, which gives us access to the most up to date technology. Our very important current excavations at Flexford and Abinger owe almost everything to magnetometer survey. These sites make very clear the potential of the method to make it possible to target key areas for excavation and produce completely unexpected results. There must be many more sites like this and the Bartington machine makes possible rapid preliminary investigation by our members.

Surrey's archaeology and history has much to offer the national debates in all periods and I am very pleased that thanks to the efforts of our new Social Media group our Twitter and Facebook followers are rapidly increasing and use of the web will undoubtedly grow to be a very important way of getting our messages across.

### **Library Committee**

The committee was very pleased to welcome Dr Mary Alexander as a member.

The committee's thanks as ever go to Assistant Librarian Mrs H Jeffery for her hard work, particularly for her help at Abinger. However, we couldn't manage without the assistance of our volunteers; Mrs A Littler, who has been working on our digitisation project, Mrs M Williams, Miss A Bowey, J Janaway and Dr and Mrs Christophers.

Thanks to the help of Miss A Bowey, Mrs M Williams and P Youngs the library once again opened its doors for Heritage Open Day.

While visits to the library have dropped this year, the number of loans and items borrowed from the Research Collection have increased somewhat, which is pleasing.

The number of accession numbers added to the Research Collection is significantly higher than of late and represents a very considerable volume of material which has been dealt with over the year and has required a very large amount of work. The committee is particularly grateful to Dr Christophers who has brought order to the piles of disparate material.

In view of the influx of research material the new shelving at Abinger has proved very timely. Our thanks go to Mrs Jeffery and all those who assisted to ensure that everything was done in time.

The Committee would like to thank the following donors for the generous gift of material to the library during the year: A Bott, Bristol and Gloucestershire Archaeological Society, Professor A Crocker, DP9 Ltd, C Hayward, S Hayward, Leatherhead & District Local History Society, P Masters, Merton Historical Society, Miss A Monk, Dr G P Moss, Miss E M Myatt-Price, S Nelson, A Norris, P Richards, J Spencer, Surrey Industrial History Group, Estate of D J Turner.

#### LIBRARY STATISTICS

	2013/4	2014/5
Volumes added	201	134
Number of accession numbers added to Research Collection	66	108
Number of accession numbers added to Society Archives	1	1 item*
Volumes withdrawn	40	9
Volumes bound	18	37
Number of loans	399	407
Items consulted from the Research Collection	127	139
Inter-library loans	5	4
Current contents users	2	2
Library visits by members	287	246
Library visits by non-members	79	67
Remote research enquiries from members	37	26
Remote research enquiries from non-members	35	33

Items added to both the Research Collection and the Society's Archive show only the number of accession numbers used. Each accession number can contain many different items.

\* One item added to record standard number S2002; RR344/10/9; CD from A Norris on the Reigate Roman Tile Kiln.

#### Publications and Editorial Committee

The Committee has 'met' four times this year with three of these by email only. Hand delivery of the *Collections* could not be arranged this year hence volume **98** of the *Collections* was largely sent by post at an additional cost to the Society of nearly £2200.

Volume **98** of the *Collections*, Volume XIII of *Surrey History* and six issues of the *Bulletin* were published this year. Preparation of Volume **99** of the *Collections* is well advanced. Revision of the report on the dendrochronology project is still underway.

There have been two other publications this year initiated as part of the Society's Millennium Village Studies project but which were independently published, *Capel the chapel by the spring* by Mrs M Day and Mrs V Ettlinger, and *Old Woking – a history through documents* by the Woking History Society,

Thanks to the grant from the Marc Fitch Fund digitization of the *Collections* volumes **67-90** and Research Volumes **1-11** is nearly complete.

Over the last year sales of publications have totalled £303.09 (excluding postage). This includes the sale of eight copies of *Hidden Depths*. During the year we received £338.71 from copyright fees in respect of photocopying of articles from the *Collections* by educational institutions from The Publishers' Licensing Society (PLS).

The Committee thanks the editors for their hard work in maintaining the high standard of the Society's publications.

#### Research Committee

The SHERF 14 conference was on the Research Framework itself. What might have been a rather dry topic in fact produced some exceptional papers and very lively discussion. The February Symposium was also very successful with varied presentations. The Margary Award was won by Professor A and Mrs G Crocker of SIHG for their paper-making exhibit. SHERF 15 is to be on Designed Landscapes.

2014 saw the final year of the successful excavations at Church Meadow Ewell. Grants and allocations were made for the 2015 excavations at Abinger and Flexford, for the test-pitting programme and work at Charlwood, and analysis of Ashted and Flexford pottery. Grants were made for further archaeo-magnetic dating at Woking Palace, for an assessment of Hatch

Furlong post-excavation, for examination of material from Orchard Hill, Carshalton, and for an assessment to see if detailed analysis of our Medieval bone archive would produce worth-while results.

Graham Berton's bequest to the Society is to be used to support all kinds of archaeological activity. £4,000 is available annually.

A Bartington gradiometer (magnetometer) was bought. This is an up-grade on our existing magnetometer, and is faster and easier to use. It has already produced improved results at Flexford and Abinger. A microscope was bought for use by AARG.

The Committee is looking for a site to replace Ashted and Woking in our excavation calendar. Various possible sites have been identified, and it is hoped to undertake geophysical work to assess them before making any final decision.

After the AGM, Dr D Bird resigned as Chairman of the Committee, his place being taken by Miss E Corke. Mrs R Hooker continues as the invaluable secretary. Thanks are due to Dr Bird and also to Miss G Lachelin, who left the committee on the amalgamation of the Village Studies Group into the Mediaeval Forum.

The Society continued its support of the Woking Palace Archaeological Project into a sixth season of excavation by providing experienced volunteers and lending tools and equipment. Funding for the sixth season was provided as part of a grant by the Heritage Lottery Fund to the Friends of Woking Palace in respect of a three year project covering the years 2013 to 2015. The excavation was again led by R Poulton of the Surrey County Archaeological Unit.

### **Surrey Industrial History Group**

The first event of the year was as usual the South East Region Industrial Archaeology Conference, this time hosted by the Greater London Industrial Archaeology Society in association with *Subterranea Britannica* and held in Croydon.

The AGM was held on 26 July at the old school house in Abinger Hammer when the presentation of our 2014 Conservation Award was also made. The plaque was presented to Mrs S Corke for the work the family had carried out on the pump house and the water-powered pump which originally supplied water to Abinger Hall.

The 39th series of winter lectures held in Guildford commenced on 7 October with a talk on *The Peak Forest Canal and Railway* by G Boyes. The Thursday morning talks at the Institute in Leatherhead were again organised by J Bourne, who ran the meetings, and Mrs M Levett, who arranged the speakers. The talks, held over both the autumn and spring terms, commenced on 2 October with a talk by D Irvine on *The History of Roads in Britain*. The autumn half-term visit was to Greenwich organised by G Roles. Most of those on the trip found their way to the special exhibition in the National Maritime Museum entitled *Ships, Clocks, and the Stars-the Search for Longitude*. A visit to the Frogmore Paper mill in Hemel Hempstead was planned for the spring term, but this visit was very poorly supported.

Our Guildford series of winter lectures finished on 17 March with a fascinating talk on *Superseding the Seamstress; a history of the sewing machine* given by Dr M Gregory. The Leatherhead lectures concluded on 19 March with an interesting talk by A Thomas on *Preserved Railways in the USA*.

During the year the group published two new titles. *The Origins & History of the Premier Cooler & Engineering Co Ltd of Shalford, Surrey* by N Bond and *Surrey Roads from Turnpike to Motorway* by G Knowles.

SIHG and SyAS each contributed £250 towards the excavation of Tanyards Lock. The work was carried out by the Wey & Arun Canal Trust and a report on their findings has been published.

An end of year highlight for the group was when Professor A and Mrs G Crocker were presented with the Margary Award for their display and demonstration of papermaking at the SyAS Annual Symposium in February.

Membership of the group at the last count was 110, made up of 94 ordinary members, 6 Associate, 6 Institutional and 4 honorary; eleven down on last year.

The *Newsletter* and website [www.sihg.org.uk](http://www.sihg.org.uk) continue to be the best source for up to date information on group activity and J Spencer is particularly thanked for his efforts in maintaining both. I would also like to thank all the members of SIHG, especially my fellow committee members and those mentioned above, who have supported the work of the group throughout the year.

### **Surrey Local History Committee**

The annual symposium this year was held in May 2015 on *Death, Disease and Damnation*. With a roughly chronological order P Balmer spoke on *Surrey Chantryes: hastening through purgatory in the later Middle Ages*. Sue Jones followed with *Death in Tudor and Stuart Surrey: microbes, malnutrition and misadventure*. B Sloane covered *The Black Death in London*:

*the impact of an epidemic*. Moving on to more recent times M Brown spoke on *Cholera and conflict in nineteenth-century England* and A Bagnell on *Mausolea and Monuments in Surrey*. This was followed by Hilary Underwood on *Looking downwards in sympathy and upwards in hope: The Watts Memorial Chapel and Cemetery*, and J Clark on *Brookwood Cemetery*. Finally Zafar Iqbal talked on *WWI from India: The Muslim Burial Ground in Horsell*. All the displays were of a high standard but finally the Merton Historical Society display was presented with the Gravett award.

The Autumn meeting at the Surrey History Centre was on Researching the First World War. J Martin from the Surrey Infantry Museum spoke on *What did you do in the war grandad?*, J Callcut on *Newdigate, a Village at War* and P Cooper spoke on the Surrey History Centre project *A County Remembers Surrey in the Great War*.

### **Artefacts and Archives Recording Group**

AARG has spent another busy year working onsite at Flexford and Cocks Farm Abinger excavations as well as at Ockham and Old Woking test pitting weekends. The group also continue their weekly meetings in the Rovers' Den, Ockham on Wednesday evenings where they work on the smaller finds such as pottery, metal, clay pipes etc. On Thursdays they work at the Abinger Centre during the daytime dealing with wet processing and identifying and recording the building material.

Post excavation work is at present concentrated on artefacts from Ashted Roman Villa and Tile Works and from Cocks Farm Abinger. The AARG Roman pottery group are making good progress identifying and recording the Ashted pottery and have received visits from Ms Louise Rayner to review their findings.

In October many of the group visited the Ceramic Store at LAARC where F Grew showed us round the Roman pot section and arranged a handling session. The afternoon was spent in the Roman Gallery at the Museum of London.

M Hughes came to the Abinger Centre in November to drill samples from a selection of tiles for inductively-coupled plasma spectrometry (ICP). ICP analyses the chemical features in the clay which can then be compared with different production centres and consumers sites. The results will help to map the distribution of tiles from known tile works.

AARG were highly commended for their display of photographs and artefacts at the February Symposium which looked at the possible evolution of Roman box-flue tiles. Members of AARG were also seen in the kitchen doing the important job of making coffee and tea for the audience.

### **Guildford Group**

The group heard a full programme of interesting talks during 2014-15. Unfortunately, the lack of those coming forward to take on committee roles, coupled with others indicating a preference to step down, as well as a gradual fall in numbers attending meetings has meant that the group has voted to go into abeyance. The final talk by Miss A Monk on the history of the group, and especially its early days, showed how much archaeology in Guildford has changed.

### **Medieval Studies Forum**

The Forum held three formal meetings during the year. The first took the form of a well-attended Study Day in June to Portsmouth, including a lecture and tour at the recently reopened Mary Rose Museum which was followed by a guided walk around medieval Portsmouth. This was followed in December by a meeting entitled *Belief and Unbelief*. This was a packed day in all senses with excellent outside speakers and lively participation from members. In March the Forum held a meeting on the joint topics of *Moated sites* and *Churches in the Landscape* with members contributing to presentations and displays on a wide variety of sites.

Following discussions at Council, the Villages Study Group was brought under the umbrella of the Medieval Studies Forum in November. Although no map-based studies in the Villages Study Group series were published during the year, the teams at Old Woking and Capel both independently published books on the history of their settlements. Work continued on the Esher and Great Bookham studies with a view to publication in 2015/16. Other studies also continue to make progress.

The Medieval Pottery Studies Group, under the joint leadership of S Nelson and D Hartley, continued their regular meetings at the Abinger Research Centre, working particularly on collections of medieval pottery from the Guildford Park Manor excavations and from the Old Vicarage, Reigate site. In February members of this group attended a Study Day at the London Archaeological Archive and Research Centre with lectures and handling sessions.

Following the amalgamation of the Forum and the Villages Study Group membership at the end of the year amounted to approximately 140 people. The Committee comprised Dr M Alexander, P Balmer, B Creese, D Hartley, Mrs P Savage and R Savage, with Dr A Sassin attending as an invitee from the beginning of 2015.

### **Prehistoric Group**

The Lithics section of the Prehistoric Group recorded a major collection of c10,000 items made by former Society member Antony Allen. There were two areas of significance within the collection: Mizens Farm, Woking and St Martha's Hill,

Guildford. Further analysis is ongoing. In June, Antony Allen visited Surrey and participated in a field-walking exercise at Chilworth. A brief report was published in *Bulletin* 448.

Two open meetings for the group were held during the year which enabled members to meet and discuss small personal collections. Consideration is being given to a change in format for the future. In September, group members participated in a small excavation across earthworks in Margery Wood, Reigate to try to establish their purpose and date. No dating material was found though the preceding analytical survey indicates that the earthworks form a military trench system. A report is in preparation. A Margetts of Archaeology South East gave a talk to group members in October about the interesting prehistoric and early medieval finds at a development site in Horsham, which is in the clay of the Low Weald.

Two evaluation trenches were opened at the Charlwood site at the end of October and one trench revealed a ditch with a significant deposit of burnt material. This material is now being analysed and a preliminary report was published in *Bulletin* 449. In February 2015 further magnetometry with the new Bartington equipment established that there are other potentially archaeological features in the field. Further work is planned.

During the autumn two survey projects took place. Work on the potentially prehistoric field system in Chaldon continued and a new project on Gravelly Hill, Caterham was started.

### **Roman Studies Group**

The Group continues to be very active with a programme of interesting activities and important work. The Group has had changes of key personnel, with A Hall, C van der Lande and Mrs R Hunter all standing down. Mr Hall has played a central role in the establishment and success of the Group over many years; he will take on Mrs Hunter's role as organiser of talk and conference venues, which she has filled for most of the Group's existence with great success. Mrs N Cowlard has taken on the mantle of secretary from Mr Hall. C van der Lande had a proud record as visits organiser, with the trip to Trier being the obvious standout but those closer to home also memorable. Mrs I Goring has taken on this role, starting with a very enjoyable visit to Verulamium, and then another to the Culver excavation and the Pevensey Shore Fort.

A successful winter talks programme was completed with a talk from Mr Harvey Sheldon about the Highgate pottery production site, soon to be published. The May 2014 conference on *How Roman was Roman Britain* was very successful, with audience figures of over 100. E Walker is to be congratulated, together with hard-working members from the Group and from AARG. There were several excellent displays. Mr Walker is also intending to take a back seat but he is currently working towards the next conference which is expected to be on religion and in particular ritual deposits.

Fieldwork and post-excavation work was undertaken in connection with several sites. Although not a Group excavation, the Church Meadow, Ewell project (led by Mrs N Cowlard and Ms E Corke) has many Group members playing important roles. The final season was completed in 2014, confirming the course of Stane Street and locating settlement activity on both sides, although much had been lost to deep ploughing. A notable discovery was a ritual pit; several other pits were found, some at least also likely to be ritual, while others appear to have some 'industrial' purpose. The area could only have been understood by large-scale excavation and for this the Society's grant aid, making possible considerable use of mechanical excavation, was an important factor. Post-excavation work is well in hand.

Excavation at Abinger concentrated on an area of some 36 x 12m on the hilltop, where it is now clear that there is considerable pre-Roman activity, probably much of it to be dated to the late Iron Age, within a ditched enclosure. It seems very likely that this is the immediate predecessor of the nearby villa, but that Roman-period activity also continued on the 'old' site. The nature of the subsoil and the features is becoming clearer and several pits were recognised, one at least being a possible kiln. Survival of deeper features proved to be rather better than previously assumed. In one area several clusters of ironstone with associated pottery are suggestive of cremation burials. The number and complexity of the features was such that it was decided to cover much of the area with terram and reopen the trench in 2015. Among the finds were fragments of two late Iron Age decorated cordoned pots for which close parallels have not as yet been found. Other particularly noteworthy finds included a potin 'coin' and part of a fine ground stone Neolithic axe. Work has continued on the pottery from the earlier excavations at Abinger thanks to A Hall.

Progress is being maintained with Ashtead post-excavation work mostly by AARG. Discussion between Mrs J Bird and Ms Louise Rayner has confirmed the existence of a pottery industry almost certainly based at Ashtead itself. Work by the AARG team with assistance from Ms Rayner is helping to define the range of products. The pottery from a pit that seems to predate the 'new building' has been shown to include some early imports, Gallo-Belgic types and native style grog-tempered jars etc, all suggesting pre-Flavian to early Flavian type activity. As a result of the current work on pottery here and at other sites the possibility of holding a seminar on grey-wares is being explored with others including CBASE and the Study Group for Roman Pottery but it may take some time to manage other commitments.

Micro-morphological analysis of samples from the deep pit in Trench 23 has confirmed the presence of trampled horizons and furnace rakings and provided information about the local environment. Dr Michael Hughes has carried out sampling of tiles for a further round of ICP analysis, and study of all tiles by AARG continues. A leaflet about the Ashtead site was

prepared to bring the results of the dig and the Society's activities to a wider audience and an interim report has been published in the Bulletin of the Association for Roman Archaeology. The Ashtead kiln was featured in a poster presented at the conference of the *Rei Cretariae Romanae Fautores* (the international body for the study of Roman ceramics) in Xanten and a paper has been prepared for publication in the proceedings, with the assistance of A Hall and Mrs N Cowlard. Comments at Xanten served to confirm the impression that some of the features on the Ashtead kiln are very unusual, possibly even unique, survivals. It may be noted here that the important extra information gained by Ms E Corke about the Reigate tile kiln now suggests a number of parallels. This came about in monitoring as the kiln was dismantled for transfer to the Reigate caves.

The latest season of excavation at Flexford again produced important results. Enclosures in the central area of the site were tested and a probable ritual centre was discovered. There are several ditches marking different periods and a stone-covered area notable for patches of sandstone rubble, some of it burnt. In one case the stone either lines or sinks into a hollow above an earlier cut that contained a deliberately-placed antler, itself above another pit which contained carefully-placed pots, marking a complex sequence. This feature appears to be at the end of a ditch with other related ritual-type finds. A shallow gully contained a number of broken pedestal pots, with two cremations nearby and beyond them one or two probable wells, one with a range of contents best explained as a ritual termination. Metal detectorists have recovered more coins and a rare lead alloy lamp holder, the latter yet another item hinting at a military link. The area is complicated and cannot yet be interpreted with confidence; it was closed down with the intention of reopening in 2015.

The usual second season at Flexford was this time devoted to large scale geophysical survey using the Society's new equipment. Several different forms of geophysical surveying were tried out revealing a possible road junction and other features. The new Bartington machine was found to be an excellent addition to the Society's armoury. At Wanborough further geophysical surveying by D and Mrs A Graham may also have located a road, but at the possible villa site at Fetcham no useful information could be gained in this way, partly because a pipeline interfered with readings. There may therefore be a case for limited excavation at this site.

The future fieldwork programme is under active consideration now that Ashtead is completed. This is being done in conjunction with thoughts about the SHERF and especially the need to find a way to focus on non-villa rural settlement. The results of the national Roman Rural Settlement project which are now becoming available should be of great value in this process.

#### **Website and Social Media Group**

Over the past year a new Web and Social Media Group has been established. This has created an official group to guide strategy and actions in this important communications area. Council have approved Terms of Reference, strategy and budget for the Group, and the webmaster and group are working to a project plan in line with the strategy.

The new strategy encompasses plans for increased usage, a new page design and navigation for the site, enhanced content, better library links and material, online bookings and payments and increased Facebook and Twitter activity. This will improve the Society's presence in these increasingly important communication mediums, which have global reach and aid our public benefit obligations.

Usage of the website has increased steadily over all four quarters of the year, with 20% of usage from outside the UK. We now have nearly 400 Facebook and 700 Twitter followers. Major steps forward have required a budget which is only available in 2015-16 but a new design has been drafted for discussion, many pieces of new content either put online or in preparation and better links to the Library Catalogue. New content includes *Bulletin* and *Surrey History* coverage with links to the remaining volumes of the *Collections*, plus making important library material available online.

#### **FINANCIAL RESULTS OF ACTIVITIES AND EVENTS**

Total incoming resources for the year amounted to £170,097 (2013-14 £125,666) and total resources expended was £120,257 (2013-14 £114,658) resulting in net incoming resources of £49,840 (2013-14 £11,008). Incoming resources predominantly comprise unrestricted investment income generated from the Society's investment portfolio managed by Charles Stanley & Co Ltd and a very generous bequest from Mr G Berton.

The majority of resources expended have been incurred directly on the Society's charitable activities including running the research library; organising conferences and lectures and carrying out archaeological excavations. All these activities are available to both Members and non-members of the Society. In addition the Society also makes grants available to third parties for research and the production of reports relevant to the objectives of the Society.

The trustees have determined that the resources of the Roman Studies Group, Medieval Studies Forum, Surrey Industrial History Group, Guildford Group and Plateau Group along with the Anniversary Appeal Fund should be classed as Restricted Funds and have been accounted for accordingly.

### **Reserves Policy**

The Charity's principal source of annual incoming unrestricted resources continues to be investment income received from the Charity's investments portfolio. While annual and regular donations under Gift Aid continue to be an important additional source of incoming resources for the Charity, the trustees are keen to avoid reliance upon the possibility of declining voluntary income to supplement the annual budget. Accordingly, the Charity's reserves held in the form of an investment policy have a vital role to play in the on-going funding of charitable activities. The trustees have set a target annual funding requirement for investment income of £75,000 which the trustees believe will be sufficient when combined with the incoming resources from voluntary income to enable the Charity to fulfil its charitable objectives in the near future.

The Charity's free reserves as at 31 March 2015 were £2,303,862 (31 March 2014: £2,150,362).

### **Investment Strategy**

Because the Charity is dependent upon income from its investments portfolio, the current investment strategy is to maintain a medium to high risk portfolio of investments to achieve an overall level of capital growth whilst generating adequate levels of investment income. The trustees take advice from the Charity's investment managers on appropriate investments which will meet the requirements of their investment strategy derived from the reserves policy as described above. Although the investment strategy is to maintain a medium to high risk portfolio, the trustees have imposed a number of capping restrictions to ensure the portfolio spread continues to be cautiously balanced. The investment performance is benchmarked against the FTSE APCIMS Balanced Portfolio Index and is regularly reviewed by the Charity's investment committee which meets quarterly with the Charity's investment managers and receives quarterly reports on the investment portfolio. Overall the trustees are satisfied with the performance of the Society's investments.

### **PLANS FOR FUTURE PERIODS**

The long term strategy is for the Society to remain an independent charity promoting the study of the archaeology, pre-history and history of the County of Surrey as defined by the 1854 boundaries and subsequent enlargements.

The medium term aim is to increase the quantity, quality and accessibility of the Society's research. For example, the Society is working to increase the amount of the Society's documents, artefacts and publications that are digitised and freely available on the Society's website. New equipment has been purchased and members trained in its use so that new archaeological discoveries can be made and excavations can be carefully targeted and precisely located. New methods and partners are being developed so that a wider variety of people have the opportunity to get involved in the Society's activities. It is hoped that closer links with neighbouring universities will help members improve their skills and enable their students to work on Surrey sites. The preparation of the Surrey Historic Environment Research Framework and associated meetings and conferences allow many different local organisations to contribute to the development of heritage interests in Surrey.

### **FUNDS HELD AS CUSTODIAN**

The Society maintains some restricted funds to deal with resources that have been given for a particular purpose by donors and fund raisers and from time to time it hold modest amounts as custodian for small heritage groups which do not have their own bank accounts.

This report was approved by the trustees on 11 September 2015 and was signed for and on behalf of the board by D M Calow (Honorary Secretary to the board of trustees) on 11 September 2015.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SURREY ARCHAEOLOGICAL SOCIETY**

I report on the accounts of Surrey Archaeological Society for the year ended 31 March 2015 which are set out on pages 17 to 29.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Kerry Gallaher

Relevant professional qualification or body: ACA

ON BEHALF OF BAKER TILLY TAX AND ACCOUNTING LIMITED  
Chartered Accountants  
Davidson House, Forbury Square, Reading, Berkshire, RG1 3EU

Date:



SURREY ARCHAEOLOGICAL SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES  
(including Income & Expenditure Account)  
for the year ended 31 March 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income	1	62,637	4,802	67,439	27,502
Investment income	2	84,527	879	85,406	82,711
Incoming resources from charitable activities	3	8,363	8,889	17,252	15,453
<b>TOTAL INCOMING RESOURCES</b>		<b>155,527</b>	<b>14,570</b>	<b>170,097</b>	<b>125,666</b>
<b>RESOURCES EXPENDED</b>					
Investment management fees		15,700	-	15,700	12,576
Charitable activities	4	89,047	11,124	100,171	96,497
Governance costs	5	4,386	-	4,386	5,585
<b>TOTAL RESOURCES EXPENDED</b>		<b>109,133</b>	<b>11,124</b>	<b>120,257</b>	<b>114,658</b>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>					
		46,394	3,446	49,840	11,008
<b>TRANSFERS</b>					
Gross transfers between funds		-	-	-	-
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Realised gains on investments	9	924	-	924	16,076
Unrealised gains on investments	9	118,579	1,669	120,248	18,320
<b>NET MOVEMENT IN FUNDS</b>		<b>165,897</b>	<b>5,115</b>	<b>171,012</b>	<b>45,404</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward at 1 April 2014		2,393,844	49,789	2,443,633	2,398,229
<b>TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2015</b>	12	<b>2,559,741</b>	<b>54,904</b>	<b>2,614,645</b>	<b>2,443,633</b>

The net movement in funds for the year arises from the charitable company's continuing operations.

No separate statement of total recognised gains and losses has been presented as all such gains and losses are dealt with in the statement of financial activities.

These unaudited financial statements have been subjected to independent examination - see report on page 16.

**SURREY ARCHAEOLOGICAL SOCIETY**

**BALANCE SHEET  
31 March 2015**

Company Registration Number: 01160052

	Notes	2015 £	2014 £
<b>FIXED ASSETS</b>			
Tangible assets	7	20,879	8,482
Heritage assets	8	235,000	235,000
Investments	9	2,258,301	2,019,238
		<u>2,514,180</u>	<u>2,262,720</u>
<b>CURRENT ASSETS</b>			
Debtors	10	24,193	19,113
Cash at bank		120,765	212,954
		<u>144,958</u>	<u>232,067</u>
<b>CURRENT LIABILITIES</b>			
Creditors: Amounts falling due within one year	11	(44,493)	(51,154)
<b>NET CURRENT ASSETS</b>		<u>100,465</u>	<u>180,913</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,614,645</u> =====	<u>2,443,633</u> =====
<b>THE FUNDS OF THE CHARITY</b>			
Restricted income funds	12	54,904	49,789
Unrestricted income funds	12	2,559,741	2,393,844
<b>TOTAL CHARITY FUNDS</b>		<u>2,614,645</u> =====	<u>2,443,633</u> =====

For the year ended 31 March 2015, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 ("the Act") relating to small companies.

The directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Act,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements on pages 17 to 29 were approved by the directors and authorised for issue on 11 September 2015, and are signed on their behalf by

..... **President**  
Dr D G Bird BA, PhD, FSA

..... **Treasurer**  
M A Edwards, FCA

These unaudited financial statements have been subjected to independent examination - see report on page 16.

## SURREY ARCHAEOLOGICAL SOCIETY

### Financial statements for the year ended 31 March 2015

#### ACCOUNTING POLICIES

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##### BASIS OF ACCOUNTING

The financial statements have been prepared to comply with current statutory requirements, principally being the Companies Act 2006, the Charities Act 2011 and Charities (Accounts and Reports Regulations 2008). They have been prepared under the historical cost convention, except as modified for the revaluation of fixed asset investments and heritage assets, and in accordance with United Kingdom Generally Accepted Accounting Practice. The recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005)* issued by the Charity Commission in March 2005 have been followed. The accounting policies have been applied consistently for prior years.

##### INCOMING RESOURCES

Members' subscriptions, donations and other similar types of voluntary income are brought into account when receivable and voluntary income is included net of any tax recoverable where relevant. Donations given for specific purposes are treated as restricted income.

Investment income and any tax recoverable on interest income are accounted for on a receivable basis.

All other types of incoming resources are also accounted for on a receivable basis and recognised as income when earned by the charitable company.

##### RESOURCES EXPENDED

Resources expended are allocated directly to the charitable company's principal activities or are recognised as governance and investment management costs.

Grants payable are recognised in the period in which the grants are approved by the charitable company's directors and the approval is conveyed to the claimant, except in those cases where the offer is conditional, such grants being recognised only when the conditions attaching to the grants are fulfilled.

##### PUBLICATIONS

The statement of financial activities does not recognise any value in respect of publications held for resale. The costs of production are written-off as incurred and any proceeds generated thereon by way of sales are credited through the statement of financial activities when received.

##### TANGIBLE FIXED ASSETS

All tangible assets purchased that have a cost that exceeds £1,000 and an expected useful economic life that exceeds one year are capitalised and classified as fixed assets. Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:

Archaeological equipment	- 25% reducing balance
Computer equipment	- 25% straight line basis
Other equipment	- 25% reducing balance

These unaudited financial statements have been subjected to independent examination - see report on page 16.

## **SURREY ARCHAEOLOGICAL SOCIETY**

### **Financial statements for the year ended 31 March 2015**

#### **ACCOUNTING POLICIES**

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##### **HERITAGE ASSETS**

The charitable company is the custodian of certain heritage assets in the form of research material, maps, prints and artefacts. This collection of material relating to the archaeology of Surrey is an important historical archive of information and is held by the Society to advance the preservation and conservation objectives of the charity. Access to these heritage assets is encouraged for study and research purposes and can be obtained by prior arrangement through the Society.

Newly purchased heritage assets are initially measured and recognised at their cost. Heritage assets donated to the Society are measured and recognised at their insurance value. At each balance sheet date, the Society's heritage assets are carried at the overall current insurance valuation for the whole collection.

##### **INVESTMENTS**

The charitable company's investments are included in the balance sheet at their market value. The gains or losses arising upon their annual revaluation are included in the statement of financial activities.

##### **LEASED ASSETS AND OBLIGATIONS**

Where assets are financed by leasing agreements that give rights approximating to ownership ("finance leases"), the assets are treated as if they had been purchased outright. The amount capitalised is the present value of the minimum lease payments payable during the lease term. The corresponding leasing commitments are shown as obligations to the lessor.

Lease payments are treated as consisting of capital and interest elements, and the interest is charged to the statement of financial activities in proportion to the remaining balance outstanding.

All other leases are "operating leases" and the annual rentals are charged to the statement of financial activities on a straight line basis over the lease term.

##### **FUND ACCOUNTING**

The general fund comprises the accumulated surpluses of unrestricted incoming resources over resources expended, which are available for use in furtherance of the general objectives of the charitable company.

Designated funds are a particular form of unrestricted funds consisting of amounts, which have been allocated or designated for specific purposes by the trustees. The use of designated funds remains at the discretion of the trustees.

Restricted funds are funds subject to specific conditions imposed by donors. The purpose and use of the restricted funds are set out in the notes to the accounts. Amounts unspent at the year end are carried forward in the balance sheet.

**These unaudited financial statements have been subjected to independent examination - see report on page 16.**

SURREY ARCHAEOLOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b>1. VOLUNTARY INCOME</b>				
Members' donations	21,358	2,080	23,438	23,937
Other donations and bequests	38,559	2,722	41,281	855
Tax recoverable	2,720	-	2,720	2,710
	62,637	4,802	67,439	27,502
	=====	=====	=====	=====
<b>2. INVESTMENT INCOME</b>				
Investment portfolio	84,501	-	84,501	81,739
Interest	26	42	68	37
COIF Unit Trust income	-	837	837	935
	84,527	879	85,406	82,711
	=====	=====	=====	=====
<b>3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>				
SRF Conference	1,104	-	1,104	950
Prestige Lecture	-	-	-	1,825
Research Symposium	1,002	-	1,002	898
Other events	603	8,291	8,894	6,943
Publications	5,303	598	5,901	4,680
Other income	351	-	351	157
	8,363	8,889	17,252	15,453
	=====	=====	=====	=====

These unaudited financial statements have been subjected to independent examination - see report on page 16.

SURREY ARCHAEOLOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b>4. CHARITABLE ACTIVITIES</b>				
<b>Direct costs</b>				
Excavation costs	8,499	-	8,499	4,095
Tools and equipment under £1,000	2,802	-	2,802	907
SRF Conference	720	-	720	147
Research Symposium	982	-	982	1,230
Prestige Lecture	-	-	-	2,208
Other events	939	6,609	7,548	7,899
<i>Bulletin</i> and other publication costs	17,668	3,729	21,397	15,029
<i>Surrey History</i>	2,327	-	2,327	2,021
Library staff and other costs	19,563	95	19,658	20,198
Subscriptions to allied societies	125	42	167	173
Grants to third parties	5,280	250	5,530	14,014
	58,905	10,725	69,630	67,921
<b>Support costs</b>				
Office staff and other operating costs	15,123	399	15,522	16,008
Operating leases – land and buildings	5,400	-	5,400	5,400
Volunteers travelling costs (see note 14)	632	-	632	693
Council and committee expenses	39	-	39	140
Trustee indemnity insurance	620	-	620	592
Professional fees	1,220	-	1,220	1,509
Depreciation	7,108	-	7,108	4,234
	30,142	399	30,541	28,576
<b>TOTAL FOR CHARITABLE ACTIVITIES</b>	89,047	11,124	100,171	96,497

These unaudited financial statements have been subjected to independent examination - see report on page 16.

SURREY ARCHAEOLOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015

	2015	2014
	£	£
<b>5. GOVERNANCE COSTS</b>		
Independent examiner's fee	3,000	3,000
Annual report	1,373	2,572
Filing fee	13	13
	<u>4,386</u>	<u>5,585</u>
	=====	=====
<b>6. STAFF COSTS</b>		
	No.	No.
The average monthly number of persons employed by the Society (including trustees and directors) during the year was, as follows:		
Direct charitable	1	1
Administration	1	1
Council members	39	41
	<u>41</u>	<u>43</u>
	=====	=====
	£	£
Staff costs	14,510	14,089
Social security	-	354
	<u>14,510</u>	<u>14,443</u>
	=====	=====

These unaudited financial statements have been subjected to independent examination - see report on page 16.

**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015**

**7. TANGIBLE ASSETS**

	Archaeological equipment £	Computer equipment £	Other equipment £	Total £
Cost:				
1 April 2014	20,629	36,682	16,584	73,895
Additions	-	11,548	7,957	19,505
31 March 2015	20,629	48,230	24,541	93,400
Depreciation:				
1 April 2014	14,227	35,332	15,854	65,413
Charges in the year	1,600	3,336	2,172	7,108
31 March 2015	15,827	38,668	18,026	72,521
Net book value:				
31 March 2015	4,802	9,562	6,515	20,879
31 March 2014	6,402	1,350	730	8,482
			<b>2015</b>	<b>2014</b>
			£	£

**8. HERITAGE ASSETS**

Historical cost or valuation on acquisition: At 31 March 2014 & at 31 March 2015	14,728	14,728
Revaluation to current insurance value recognised in 2013	220,272	220,272
Value as at 31 March 2015	235,000	235,000

The charitable company is the custodian of certain heritage assets in the form of research material, maps, prints and artefacts. This collection of material relating to the archaeology of Surrey is an important historical archive of information and is held by the Society to advance the preservation and conservation objectives of the charity. Access to these heritage assets is encouraged for study and research purposes and can be obtained by prior arrangement through the Society.

These unaudited financial statements have been subjected to independent examination - see report on page 16.



**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015**

	<b>2015</b>	<b>2014</b>
	£	£
<b>9. INVESTMENTS</b>		
Market value at 1 April 2014	2,019,238	2,085,437
Additions at cost	512,727	306,485
Disposal proceeds	(394,836)	(407,080)
Realised gains	924	16,076
Unrealised gains	120,248	18,320
	<u>2,258,301</u>	<u>2,019,238</u>
	=====	=====
At the balance sheet date, the market value of the portfolio comprised:		
UK investments	1,836,236	1,663,909
Overseas investments	422,065	355,329
	<u>2,258,301</u>	<u>2,019,238</u>
	=====	=====
Fixed income securities	388,766	464,187
Equities	1,456,605	1,315,346
Property	126,909	76,100
Alternative investments	286,021	163,605
	<u>2,258,301</u>	<u>2,019,238</u>
	=====	=====

At the balance sheet date, the historical cost of the investments was £1,872,831 (31 March 2014: £1,718,128).

	<b>2015</b>	<b>2014</b>
	£	£
Individual holdings representing more than 5% of the market value of the portfolio at the balance sheet date are as follows:		
HICL Infrastructure Co Ltd	131,773	114,428
	=====	=====

These unaudited financial statements have been subjected to independent examination - see report on page 16.

SURREY ARCHAEOLOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015

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	2015	2014
	£	£
<b>10. DEBTORS</b>		
Due within one year:		
Investment income receivable	6,567	4,610
Other debtors	7,940	5,661
Prepayments	9,686	8,842
	<u>24,193</u>	<u>19,113</u>
	=====	=====
<b>11. CREDITORS</b>		
Amounts falling due within one year:		
Advance grants received	3,293	3,293
Subscriptions in advance	6,584	6,968
Grants payable	14,631	16,570
Collections and publications	5,000	5,000
Other creditors and accruals	14,985	19,323
	<u>44,493</u>	<u>51,154</u>
	=====	=====

These unaudited financial statements have been subjected to independent examination - see report on page 16.

SURREY ARCHAEOLOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015

12. THE FUNDS OF THE CHARITY

	1 April 2014 £	Incoming resources £	Outgoing resources £	Gains on investments £	Transfers between funds £	31 March 2015 £
<b>Restricted income funds:</b>						
Anniversary Appeal Fund	10,545	-	-	-	-	10,545
Digitisation Fund	-	2,715	(1,415)	-	-	1,300
<i>Specialist interest group funds:</i>						
Surrey Industrial History Group	32,411	7,871	(6,542)	1,669	-	35,409
Guildford Group	1,216	400	(314)	-	-	1,302
Plateau Group	2,040	-	(392)	-	-	1,648
Roman Studies Group	2,773	2,399	(1,621)	-	-	3,551
Medieval Studies Forum	804	1,185	(840)	-	-	1,149
	<u>49,789</u>	<u>14,570</u>	<u>(11,124)</u>	<u>1,669</u>	<u>-</u>	<u>54,904</u>
<b>Unrestricted income funds:</b>						
General fund	2,393,844	155,527	(109,133)	119,503	-	2,559,741
	<u>2,443,633</u> =====	<u>170,097</u> =====	<u>(120,257)</u> =====	<u>121,172</u> =====	<u>-</u> =====	<u>2,614,645</u> =====

The anniversary appeal fund was set up to recognise the funding raised in previous years from supporters of the appeal. The money raised will be used to catalogue the journals.

The digitisation fund was set up in 2014 with the support of The Marc Fitch Fund to undertake the special project of digitising the Society's collections volumes 1 to 90 and research volumes 1 to 11. Assuming sufficient additional funding is forthcoming, the project will be completed within 2 years.

The specialist interest group funds were set up to recognise the identifiably individual nature of the activities of these specialist interest groups. Income generated by the groups and the costs incurred are recognised within these funds.

Included within the General fund are net unrealised gains arising on the revaluation of investments totalling £385,470 (31 March 2014: £301,110).

These unaudited financial statements have been subjected to independent examination - see report on page 16.

SURREY ARCHAEOLOGICAL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2015

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed assets £	Net current assets £	Total £
<b>Restricted income funds:</b>			
Anniversary Appeal Fund	-	10,545	10,545
Digitisation Fund	-	1,300	1,300
Surrey Industrial History Group	21,028	14,381	35,409
Guildford Group	-	1,302	1,302
Plateau Group	-	1,648	1,648
Roman Studies Group	-	3,551	3,551
Medieval Studies Forum	-	1,149	1,149
	<u>21,028</u>	<u>33,876</u>	<u>54,904</u>
<b>Unrestricted income funds:</b>			
General fund	2,493,152	66,589	2,559,741
	<u>2,514,180</u>	<u>100,465</u>	<u>2,614,645</u>
	=====	=====	=====

14. VOLUNTEERS' TRAVELLING COSTS

The administration of the Society relies on volunteers who freely give their time but who, due to the frequency of their visits to the office, are reimbursed for travel costs. In 2014-15, three trustees (2013-2014: three) were reimbursed for such costs amounting to £632 (2013-2014: £469).

<b>2015</b>	<b>2014</b>
£	£

15. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2015, the charitable company was committed to make the following annual payments under non-cancellable operating leases:  
In respect of land & building leases

5,400	5,400
=====	=====

These unaudited financial statements have been subjected to independent examination - see report on page 16.

**16. POST BALANCE SHEET EVENTS**

In a letter to the Society dated 26 June 2015, Guildford Borough Council issued a Section 25 Notice under the Landlord and Tenant Act 1954 to terminate the lease in respect of the premises currently occupied by the Society at Castle Arch, Guildford with effect from 29 January 2016.

Having taken legal advice, the trustees have decided to delegate authority to the Management Committee of the Society to continue negotiations with Guildford Borough Council, to find alternative short term accommodation and to develop long term options.

The trustees have recognised that the Society is going to incur relocation costs and may incur a significant increase in annual property related costs. The trustees have therefore approved a budget of £50,000 and £30,000 of cash has initially been set aside.