



# SURREY ARCHAEOLOGICAL SOCIETY



*Part of the Roman mosaic at Abinger Roman Villa uncovered by the Society's excavations.*

## ANNUAL REPORT 2012-2013

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## SURREY ARCHAEOLOGICAL SOCIETY

### TRUSTEES ANNUAL REPORT 2012-2013

The trustees present their report and the financial statements of Surrey Archaeological Society ("the Society") for the year ended 31 March 2013.

### 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 officers and members of the Council (excluding the Patron and the Honorary Vice-Presidents) who have served since 1 April 2012 as follows:

**President:** Miss E L Corke

#### **Past Presidents:**

Professor A G Crocker, DSc, FInstP, CEng, FSA  
K D Graham, FSA

Miss A J Monk  
R F Muir (resigned 10 November 2012)

#### **Vice Presidents:**

D G Bird, BA, PhD, FSA  
J F Cotton, BA, MA, FSA  
Mrs G M Crocker, BA, FSA  
J English MA, PhD  
Mrs A C Graham  
A R Hall, MA

G P Moss, BSc, PhD, ARCS  
A C Sargent, BA, FCA (resigned  
10 November 2012)  
R W Savage, MA, FSA  
P E Youngs

#### **Honorary Officers:**

**Secretary:** D M Calow

**Treasurer:** A C Sargent, BA, FCA (resigned 10 November 2012);

M A Edwards, FCA (appointed 10 November 2012)

**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 13 July 2012: Mrs M Broomfield

Resigned 10 November 2012: R A Bryson, Miss R Lambert, J Spencer, C Van der Lande

Retire 2013: C C Hayward, Mrs R J Hooker, Dr G C L Lachelin, T Wilcock, D W Williams

Retire 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 (appointed 10 November 2012): Dr M Alexander, Mrs N A Cowlard, Ms L L M Hays, C S Quinn,

Ms J Smith, C J W Taylor

#### **Honorary Vice-Presidents:**

the Viscountess Hanworth, DL, FSA (Past President)

R F Muir (Past President)

D J Turner, BSc, FSA, FSA Scot (Past President) (died January 2013)

Miss J M Carter

D C H Combe

Mrs V Ettlinger

Professor E C Fernie, CBE, FSA

S E D Fortescue, BA, FSA

S S Frere, CBE, MA, DLitt, FBA, FSA

J N Hampton, OBE, FSA

E E Harrison, DSA, MA, FSA

Mrs G M Harvey, BA, MCLIP

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:** Perry Linton, FCA of Baker Tilly Tax and Accounting Limited, 3rd Floor, One London Square, Cross Lanes, Guildford GU1 1UN

**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 and amended by special resolution on 26 November 2000. This is the 158th Annual Report of Surrey Archaeological Society and the 39th Annual Report of the Incorporated Surrey Archaeological Society. The report and accounts are for the period 1 April 2012 to 31 March 2013.

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 2013:**

*Events Committee:* Mr J Boulton (Chairman), Mrs P Bedwell, Mrs A Gaitonde (Secretary), Mrs M Korndorfer, Miss A Monk, Mrs M Williams, Mr R Williams and Mr P Youngs.

*Historic Buildings Committee:* Mr A Norris (Chairman), Mr P Youngs (Secretary), Mr R Greening, Mr M Higgins, Mr R Savage, Mr P Stevens.

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

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

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

*Research Committee:* Dr D Bird (Chairman), Mrs R Hooker (Secretary), Mrs J Balchin, Mr K D Graham, Mr A Norris, Mr R Savage, Dr D Taylor, Mrs P Taylor.

*Surrey Local History Committee:* Mrs J Balchin (Chairman), Mrs L Hayes (Secretary), Mrs P Bedwell, Prof A G Crocker, Mrs G M Crocker, Mrs A McCormack (Honorary *Surrey History* Editor), Dr G P Moss (Chairman from April 1 2013), Mr J Pooley, Mr P Stevens.

*Surrey Industrial History Group Committee:* Professor A G Crocker (President), Mr R Bryson (Chairman), Mr A Thomas (Secretary), Mr J Spencer (*Newsletter* Editor), Mrs A Lea (Treasurer), Mr H Anscombe, Mrs G M Crocker, Mr J Bourne, Mrs M Levett, Dr G P Moss, Mrs P Taylor (Membership Secretary), Mr 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 £738 (2011/2012: £857).

### **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 United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and 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 which 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 and the Charities Act 2011. 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**

Perry Linton, FCA of Baker Tilly Tax and Accounting Ltd has indicated his 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 2013:**

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	D Calow, Miss E Corke
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
Reigate Roman Kiln Trust	A Norris, P Youngs
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 Cowlard  
1 Norman Avenue  
Epsom  
Surrey KT17 3AB

### **Guildford**

*Guildford & Shalford*  
Mr & Mrs R W Williams  
20 The Glebe  
Shalford Road  
Guildford GU4 8BL

### *Albury, Shere, Chilworth & St Martha*

A V Norris  
Woodbury  
49 Dorking Road  
Chilworth  
Surrey GU4 8NW

### *Artington, Peasmarsh, Merrow, Burpham, 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 Clandons, Effingham & The Horsleys*

Mrs P Hulse  
Lyncroft  
High Park Avenue  
East Horsley  
Surrey KT24 5DE

### *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 Ettlinger  
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  
Couldson  
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

*Mychett, 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

*Bletchingley, Burstow & Nutfield*  
Vacancy

*Godstone, Horne & Tandridge*  
Miss S E Hartwell  
14 Bell Meadow  
Godstone  
Surrey RH9 8ED

*Chelsham, Limpsfield, Oxted, Tatsfield & Titsey*  
C Hasler  
54 Park Road  
Oxted RH8 0AW

*Lingfield, Crowhurst, & Feldbridge*  
Vacancy

**Waverley**  
*Farnham, Hale, Runfold, & Wrecclesham*  
K D Graham  
Stannard's View  
Frith End  
Bordon  
Hants., GU35 0QR

*Dockenfield, Elstead, Frensham, Thursley & Tilford*  
Mrs J H Wardle  
3 Charles Hill Cottages  
Farnham Road  
Elstead  
Godalming GU8 6LE

*Hambledon*  
Miss A Monk  
Bryony Bank  
Woodlands Road  
Hambledon GU8 4HL

*Haslemere, Hindhead, & Churt*  
Ms R Lambert  
2 Coachmans Cottage,  
Land of Nod,  
Grayshott Road,  
Headley Down,  
Hampshire, GU35 8SJ

*Hascombe & Chiddingfold*  
Vacancy

*Milford, Witley & Peper Harow*  
Vacancy

*Godalming & Busbridge*  
Mrs S Janaway  
58 Coopers Rise  
Godalming GU7 2NJ

*Binscombe, Farncombe & Compton*  
Mr & Mrs J Whitbourn  
65 Binscombe Crescent  
Binscombe  
Godalming  
Surrey GU7 3RA

*Alfold, Cranleigh, Dunsfold & Ewhurst*  
Dr J English  
Flat 1  
2 Rowland Road  
Cranleigh GU6 8SW

*Bramley, Womersley & Shamley Green*  
M Borrell  
18 Blackheath Grove  
Womersley  
Guildford GU5 0PU

**Woking**  
Mr R and Mrs P Savage  
22 Fairlawn Park  
Woking GU21 4HT

## LONDON BOROUGHS

**Croydon**  
*Croydon & Norbury*  
J Davison  
8 Brantwood Road  
South Croydon CR2 0ND

*Coulsdon, Purley, Sanderstead & Farleigh*  
C J W Taylor  
14 The Chase  
Coulsdon  
Surrey CR5 2EG

**Kingston upon Thames**  
J F Cotton  
58 Grove Lane  
Kingston upon Thames,  
Surrey, KT1 2SR

**Lambeth & Southwark**  
Dr G J Dawson  
40 Station Road  
Orpington  
Kent BR6 0SA

**Merton**  
Vacancy

**Richmond upon Thames**  
P Brown  
72 The Avenue  
Richmond, Surrey

**Sutton**  
*Sutton & Cheam*  
R Brookman  
22 Chalgrove Road  
Sutton  
Surrey SM2 5JL

*Beddington, Wallington & Carshalton*  
J R Phillips  
Flat 5  
31 Camden Road  
Sutton SM1 2SH

**Wandsworth**  
Vacancy

## **Membership**

Subscriptions are for the financial year and are due on 1 April. Subscriptions for 2013 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 will be 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 has started to prepare an extended revision for publication in 2016 as the Surrey Historic Environment Research Framework (SHERF). This is an important project which will be developed in conjunction 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 'Staycation' community excavations. Open Days at excavations at Woking Palace and Ashted Roman Villa have been particularly successful as have community test-pitting events at Woking, Esher and Godalming and Local History training sessions at Surrey History Centre. Local History conferences and meetings have provided opportunities for members of smaller 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 has been pleased to contribute to the digitisation of the County Tithe Maps and Apportionments which has greatly improved the public accessibility to these important historical documents and to the purchase of the Thorpe archive by Surrey History Centre which has preserved for the public an irreplaceable collection of material relating to the history of Guildford.

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 are decided by the Research Committee. Application forms are available on the Society's website and should be submitted to the secretary of the 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 many 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. Society members actively support regional groups of Industrial Archaeologists, the Council for British Archaeology as well as Societies in neighbouring counties. The Society is trying to develop links with those universities in the region that retain strong heritage departments.

The staff and volunteers at Castle Arch are a real strength of the Society. Ms M Clements, Mrs E Coburn, Mrs H Jeffery, Mrs R Hooker, Mrs A Lea and Mrs M Roberts are each thanked for their contribution. The Honorary Officers and the many individual members who volunteer their time and experience are thanked for their efforts to ensure the Society maintains a professional and friendly approach. Although many people give their time particular thanks are due to Mrs I Ellis, Mrs A Graham and Mr M Rubra whose expertise and support is greatly appreciated. Mr C Taylor has continued to work with the Local Secretaries who are an important part of the Society and their help with keeping members up to date is valued.

On 31 March 2013, the membership was (31 March 2012 figures in brackets); 6(6) honorary; 4(5) life; 638(624) ordinary; 69(69) associate; 60(44) junior; 9(9) student and 128(129) institutional; total 914(886).

It is with great sadness that the death of the following members is recorded: Mr N R Gibbs, Mr R P Hughes, Mrs J M Stonehouse, Mr J Tanqueray, Mr D J Turner.

## **ACHIEVEMENTS AND PERFORMANCE**

### **President's Report**

2012-13 was a year of considerable and varied activity – far more than I can possibly mention. The individual groups report on all of this, but I will draw your attention to a few things that stand out when looking back over last year.

We had a digging season that was longer and busier – and at times possibly wetter – than ever before. The now customary two digs at Flexford, Abinger, Ashted and Woking were added to by three weeks at Ewell. Although not technically a Society dig, a great many of our members took part in this large-scale rescue dig. The fact that these all ran smoothly is due to the hard work of a lot of people, among whom I must mention Mrs N Cowlard, Mrs I Ellis, Mr A Hall and Mr R Brookman.

There were also a great many meetings this year – the Research Symposium, Roman Studies Group Conference on Roman Industry, Mediaeval Studies Forum's various meetings, the SARF – now SHERF – Symposium (organised this year by the Local History Group), Village Studies, the Menuhin Lecture and SIHG's many lectures. I didn't manage to get to all of them – did anyone? - but all that I did get to were thought provoking and sometimes surprising. Members should please note that we are beginning the revision of SHERF now. If you would like to contribute to this process please let Dr Bird know.

Members also increased their expertise in various ways. Among these the Medieval Pottery group, run most efficiently by Mr D Hartley, and under the expert eye of Mr S Nelson, studied the pot from Guildford Park Manor, while Romanists learnt that not all grey-ware is Alice Holt with Ms L Rayner.

This was also a year of change. The Society lost one of its oldest - in the sense of membership – members: Mr D Turner. He made an enormous contribution to the Society, not only as President and as the co-founding editor of the *Bulletin* with his wife, but as an indefatigable and most knowledgeable member of many committees. He will be – is – much missed. We are the grateful recipient of his papers, which will be an invaluable resource, especially for local historians.

We welcomed Mrs Coburn back to Castle Arch after her maternity leave. This led to some changes in the manning of the office. We are grateful to Mrs A Lea and Mrs R Hooker for giving their time. At the History Centre we said goodbye to Dr J Flatman, Dr P Reynolds and Ms R Lambert. Happily we keep Becky Lambert not only as a valued member of the Society but also look forward to working with her in her new role at English Heritage.

Members will note that this year's Annual Report is in a new format to better comply with current regulations. Our new treasurer Mr Edwards has put much effort into producing the figures and making the new accounting procedures work and the Society owes him a large debt of gratitude.

### **Library Committee**

It was with great sadness that the committee heard of the death of long time member and former chair of the committee, Mr D Turner. He worked very hard for the library throughout his time on the committee, and his knowledge and experience will be sorely missed.

During the year Mr P Tarplee resigned from the committee. We are very grateful to him for his work.

Thanks are due as always to the Assistant Librarian, Mrs H Jeffery, for her hard work during the year. We are also grateful for the contribution of our volunteers, Mrs M Williams, R Williams, Miss A Bowey, J Janaway and Dr and Mrs Christophers, without whom we would struggle to cope. Thanks once again to Mr Williams and Miss Bowey, the library opened its doors for Heritage Open Day. A display was also taken to the Archaeology Symposium. It is good to see that loans and numbers of research items consulted have remained stable, despite the increasing use of electronic resources, and that the number of members using the library has risen.

The Committee would like to thank the following donors for the generous gift of material to the library during the year: Mrs M Alexander, Mrs J Balchin, A Bott, Box Archaeological and Natural History Society, Carshalton & District History & Archaeology Society, Dr R Christophers, Compass Archaeology Ltd, Prof A Crocker, Dr J English, English Place Name Society, The Viscountess Hanworth, J Harte, Mrs R Hooker, Leatherhead & District Local History Society, Merton Historical Society, Miss A Monk, F Pemberton, Dr D Renn, Schweizerisches Nationalmuseum, The Society of Antiquaries of Newcastle upon Tyne, J Squier, P Stevens, Surrey County Archaeological Unit, Rev B Taylor, Thames Valley Archaeological Services Ltd, Ms F Thompson, P Youngs.

<b>Library statistics</b>	<b>2011/2012</b>	<b>2012/2013</b>
Volumes added	188	182
Collections of material added to Research Collection & Society Archives*	86	78
Volumes withdrawn	39	125
Volumes bound	33	54
Number of loans	449	443
Items consulted from the Research Collection	265	258
Inter-library loans		2
Current contents users	2	2
Library visits by members	370 (approx.)	404 (approx.)
Library visits by non-members	151	85
Remote research enquiries from members	74	50
Remote research enquiries from non-members	70	52

\*Items added to the Research Collection and Society's Archive show only the number of accession numbers used. Each accession number can contain many different items. For example; 19 Slides from Miss A Monk on Surrey excavations, 28 slides from The Viscountess Hanworth on Stane Street and the beginnings of the Mr D Turner collection.

#### **Publications and Editorial Committee**

The Committee has 'met' four times this year with three of these by email only. In January we noted with regrets the death of Mr D Turner, a long standing member of the Committee.

Volume 97 of the *Collections* is at the time of writing at the first proofs stage. Volume XI of *Surrey History* was published in the autumn. Six issues of the *Bulletin* were published this year. It is expected that the Village Study of Old Woking will be ready shortly. The Committee has provided assistance for publication of a History of Ockham prepared by a local group as a print on demand book.

A database of grey literature summaries published in the '*Archaeology in Surrey*' roundups since 1976 has been compiled with the idea of digitizing as many as possible. The next stage is to see if electronic copies survive and to identify how many reports need to be digitized.

Over the last year sales of publications through the office at Castle Arch totalled £346.70 (excluding postage). This includes one copy of *Hidden Depths*. During the year we received £173.04 from copyright fees in respect of use 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**

A successful SARF12 conference was held in November jointly with the Local History Committee. Thanks are due particularly to Mrs J Balchin and Mr C Hayward. It was instructive to have Professor C Dyer's take on experiencing the Surrey landscape; his surprise at seeing so many trees suggests that 'outsiders' have a seriously misleading mental image of the county! SARF will in future be known as SHERF, the Surrey Historic Environment Research Framework, and the Committee is turning its attention to the updating of the 2006 Research Framework together with a conference and an update of the *Aspects* volume in some form. This is a commitment of the Society's Rolling Strategy. The Society's groups will be asked to play a major role, with appropriate outside assistance, including from Surrey County Council heritage staff.

Another successful symposium was held in the spring, thanks particularly to the efforts of Mrs R Hooker and other helpers. Speakers included Mr W Mills, reporting on his study of the Upper Palaeolithic material from Brockhill near Woking, which was grant aided by the Society. The two annual events, the conference and symposium, continue to attract good audiences and make it possible for those interested to keep abreast of current archaeological work in Surrey.

Mr R Brookman has continued to maintain and improve the Society's fieldwork equipment, with the assistance of Mrs K French. It is intended to purchase more environmental sampling equipment. This will be used as part of a programme to encourage more work of this kind; Ms R Lambert is aiming to prepare guidelines in 2013 and training will then take place at a suitable excavation.

The need to remove all the archaeological finds from The Granary led to recognition of the need to reassess the use of the space available at the Abinger Research Centre for finds processing, library overflow storage, meetings, etc. As a result there have been improvements as regards operating space for work on finds.

Grants or allocations were agreed for radiocarbon dating of the Bee Garden on Chobham Common and for a specialist prehistoric pottery report in connection with past fieldwork near Abinger; for the continuation of the village test-pitting programme; for excavations at Church Meadow in Ewell, at Flexford, and at Abinger and Ashtead Roman villas; to provide support for medieval pottery studies; to help a project intended to study the effect of the destruction by fire of the reconstruction Iron Age building at Sayers Croft; to assist attendance at a five day finds processing course (Mrs I Ellis); and for the study and translation of part of the Winchester Pipe Rolls relevant to Esher (Dr D Stone). The last project is intended to result in a Surrey Record Society publication and an article for the *Collections* providing access to what has been described as an extraordinarily rich documentary archive for the workings of the manor from the late 13th to the mid 14th century. It was also agreed that AARG should receive extra funding from Committee resources in view of recent heavy demands for bags, boxes, etc, and that a small grant be made to support a PhD project being set up by Dr N Branch at the University of Reading, which aims to undertake the detection, modelling and evaluation of the environmental archaeological potential of lowland wetlands, focussing on London and Surrey.

The grant for attendance on a course followed a previous Committee discussion of the possibility of offering assistance towards appropriate MA studies, which had arisen as a result of a suggestion from Professor M Fulford following the Roman Studies Group's 10th anniversary celebration. It was agreed that this and suitable training schemes could be considered, but subject to rigorous criteria, particularly that they be clearly of benefit to the Society and to the study of archaeology and history in Surrey.

The Committee continued to pursue publication of the Reigate tile kiln and the Betchworth sandpit site, both of which have been grant-aided. The Committee was disappointed to learn that completion of the SCAU report on the kiln will be further delayed. The current situation as regards other important unpublished sites was explored and action will be taken where possible. The Weston Wood archive has been delivered to AOC Archaeology, as arranged. A sensible solution to the problem of the physical remains of the Reigate kiln, currently stored in boxes near the Abinger centre, has been negotiated by Mr A Norris. Hopefully it will result in a display feature in the Reigate caves, and provide some more information about the structure of the kiln.

The Committee was concerned to hear of plans by the Bourne Hall Museum to rebury (on an un-associated site) the partial skeleton of the primary burial from the Gally Hills site in Banstead. Similar action had resulted in the loss of information about other Saxon-period burials from Tadworth. It is hoped to find a satisfactory solution.

The Society continued its support of the Woking Palace Archaeological Project in this fourth season of excavation providing experienced volunteers and lending tools and equipment. Funding was provided by Surrey County Council and Woking Borough Council, with leadership of the excavation again by Mr R Poulton of the Surrey County Archaeological Unit. Over 40 members of the Society worked as experienced diggers or in the finds-processing team, with Mr R and Mrs P Savage acting as the Site Logistics managers. Some 128 adults and 285 children and young people with little or no experience were able to have their first taste of life in an archaeological trench. At the end of the financial year the Friends of Woking Palace were awarded a substantial grant by the Heritage Lottery Fund which will enable further investigations into Woking Palace and its Park to continue until 2015, with full publication envisaged by the end of 2016.

The Committee continues to rely heavily on its secretary, Mrs R Hooker, but is sorry to have to report the resignation of Mr C Hayward as treasurer. He had filled that post since the Research Committee was formed having previously been ARC treasurer for a number of years and was instrumental in providing a sound basis for the work of the new Committee. In view of the very recent changes to the way that the Society's finances are managed the Committee will probably not seek to have its own treasurer in future but will aim to find someone to take on a number of aspects of the post in a different way. Dr G Moss has replaced Mrs J Balchin on the Committee to represent local history interests. Mr Hayward and Mrs Balchin were warmly thanked for their contribution to the work of the Committee.

### **Surrey Industrial History Group**

The South East Region Industrial Archaeology Conference was the first event of 2012-13. This was hosted by the Berkshire Industrial Archaeology Group and held on 28 April at St Bartholomew's School Newbury. The conference did not have a particular theme, most of the talks relating to the Berkshire area. After the meeting a number of visits were arranged to various places including the now historic Greenham Common.

The AGM was held on 7 July at the Rural Life Centre in Tilford. Mr G Baker, leader of the Iron Furnace Project at the Centre, was presented with the Conservation Award by Miss E Corke, President of SyAS. The award was for the construction of a working half scale replica of a Wealden Iron blast furnace and hammer. SIHG had previously given a grant of £1,250 to help complete the project.

The 37th series of winter lectures held in Guildford commenced on 2 October with a talk on *Robert Stephenson-Eminent Engineer* by Dr M Bailey, Past President of the Newcomen Society. After many years at the University the venue for the lectures was moved to the Cathedral Education Centre at the end of 2012. Our Guildford series of winter lectures finished on 12 March with a very interesting talk *The Changing Face of the Chemists Shop in the 20th Century*. This was given by Mr A Yoward. The Leatherhead lectures concluded on 21 March with a fascinating talk by Mr R McKee on *The Restoration and Operation of Paddle Steamers*.

The Thursday morning talks at the Institute in Leatherhead were organised by Mr 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 4 October with a talk from Mr S Whiteway on the *History of Epsom Coaches*. The autumn half-term visit was to Milestones in Basingstoke and the visit in the spring term was to Firepower – the Royal Artillery Museum in Woolwich. Both visits were well attended and organised with his usual flair by Mr G Roles.

Membership of the group at the last count was 126, made up of 106 ordinary members, 7 Associate, 7 Institutional and 6 honorary; seven up on two years ago.

### **Surrey Local History Committee**

The Committee met four times this year. We were saddened to hear of the death of Ann Noyes who for many years was a member of the Committee.

The Local History Symposium was this year combined with the Research Framework meeting and held at Ashted Peace Memorial Hall on Saturday 10 November. The aim of the meeting was to illustrate the range of recent research in local history and hopefully to suggest projects for the future. Professor Chris Dyer set the scene with a talk on *Settlements in the Landscape: using archaeological and documentary evidence*. He was followed by Dr Catherine Ferguson on the *Hearth Tax*. Then Alan Bott talked on *Godalming Church, Town and surrounding Villages*. The morning was completed with Julian Pooley talking on *The Hassell watercolours of Georgian buildings in Surrey*. After lunch Howard Bengé presented a report on the *Seething Wells. From cholera to clean water* on the community project in Surbiton. He was followed by Keith Atkins on *The historic records of Cranleigh Village Hospital*. There were a good range of displays by local societies and the Gravett award was presented to Sunbury and Shepperton Local History Society for their display on the history of the bridge at Walton on Thames. Ewhurst History Society was runner up with a display on their churchyard recording project.

A meeting was planned for January on the *Quarter Sessions and Assize Records* but unfortunately had to be postponed due to the illness of the speaker.

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

The group have had another busy year looking after the artefacts from the Society's current excavations. In June a major effort was required in the transfer of artefacts and equipment stored at the Granary, Bletchingley to the Society's new centre at Abinger where the processed finds are now stored prior to completion of reports.

Despite frequent wet weather, finds teams kept up with the processing of artefacts from 15 weeks of digs including Flexford, Cocks Farm Abinger, Ashted Roman Villa with some members also helping at Woking Palace, Church Meadow Ewell and various test pitting days. The Cocks Farm dig was particularly wet and muddy so many of the finds were taken to the Society's centre nearby where a second team continued the processing in dry conditions.

A display of finds was prepared at Ashted Roman Villa for the busy 'Heritage Open Days' weekend, with members of the team talking to the public and demonstrating their work on site. At the Society's symposium AARG were presented with the Margary Award for a display of tiles through the ages.

Members of AARG have been involved in training sessions learning how to identify and classify Medieval and Roman pottery. Post excavation work is continuing at their weekly meetings in the Rovers Den, Ockham with occasional working days at the Society's centre at Abinger.

### **Guildford Group**

The Group has enjoyed a varied programme of monthly talks over the past year on a variety of archaeological and local history topics of relevance to the Guildford area. As the Group is now without a meetings secretary, it is about to embark on a new model for arranging future meetings with the work of organising meetings shared among members. On this basis it is hoped that the future of the group will be assured.

### **Medieval Studies Forum**

The Forum held three formal meetings during the year. Excellent outside speakers presented new research on *'The Medieval Mind'* and *'England before and after the Norman Conquest'*, while a study day visit to Winchester comprised guided tours of the Cathedral and the Hospital of St Cross together with two fascinating talks by local experts.

The Medieval Pottery Studies Group, under the joint leadership of Mr S Nelson and Mr D Hartley, continued to build expertise within the Society with regular meetings at the Abinger Research Centre to work on collections of medieval pottery from excavations that have not yet been published.

During the year net membership of the Forum increased by one to 78 members of the Society. At the end of the year the Committee comprised Dr M Alexander, P Balmer, B Creeese, D Hartley, Mrs P Savage and R Savage who wish to express their thanks to Mr P Stevens, a founding member of the Committee, who stepped down at the 2012 AGM.

### **Prehistoric Group**

The Lithics section of the group recorded a large private collection during 2012-13 and a field-walking exercise was undertaken at Abinger since this collection also contained a quantity of Bronze Age pottery. More sherds were found and then located by GPS and an expert report on the pottery was funded by the Society. The opportunity was also taken to make a topographical survey of two potential barrows in the area. A full report is in preparation.

In January 2013 the lithics section commenced to work on the lithics from Orchard Hill, Carshalton which had been excavated by Mr D Turner in the 1970s. We are grateful to the Carshalton and District Historical and Archaeological Society for allowing access to the material.

The topographical survey of Dry Hill Camp was completed in spite of the appalling weather which hampered all work and a report will be forthcoming. Also in East Surrey the survey at Willey Farm, Chaldon moved temporarily to a field owned by the Surrey Wildlife Trust where traces of a field system have been well preserved. Further work on the farm fields is planned. In May, Ms R Lambert of SCAU talked to the group about Environmental Archaeology and its value and purpose. It was designed to kick-start the development of guidelines which can be used by Society excavations and will be followed up by practical training. The report on Felday and the WW1 prisoner of war camp was published and well received by Mr W Cocroft of English Heritage. It is a rare survival with visible concrete foundations and set within the Iron Age enclosure.

In Woking the Society provided an experienced team led by Mr D and Mrs A Graham for an evaluation trench into a Bronze Age barrow on Horsell Common for the purpose of recovering archaeo-environmental evidence. The soil and pollen samples are currently being studied by the University of Reading, funded mainly by a grant from Surrey County Council Local Fund for Woking. Experienced volunteers also helped Mr W Mills of Oxford University with auguring and test-pits at Brockhill in Horsell to establish the degree to which that site, discovered in the 1920s, still contains evidence of Late Upper Palaeolithic and Mesolithic activities.

The AGM of 2012 was followed by a talk by Dr D Field on the Stonehenge Environs Project. This ranged widely from Neolithic monuments to those of WW2 and was an excellent talk given by an expert who had participated in the survey work.

### **Roman Studies Group**

The Group held a special meeting in October to celebrate its first ten years. By a happy coincidence membership had just reached 100. The Group's success relies as ever on its secretary, Mr A Hall, treasurer, Mr D Calow, and other members of the Committee. As part of the celebration over 100 copies of *Roman Surrey* were purchased at a greatly reduced price which has already been recouped through sales.

*'Industry in Southern Roman Britain'*, the third in the series of conferences arranged by Mr E Walker, was a great success. It was chaired by Professor M Fulford, whose support has been very welcome. Congratulations are due to Mr Walker and the many others who helped. Mr C Van der Lande once more arranged a full and varied programme of visits, with the undoubted highlight being a first foreign study tour, to Trier and Aachen, under the very effective guidance of Professor A King. Other visits were to Oxford, first to the radiocarbon accelerator unit and the laboratory for archaeology and then to the Ashmolean Museum; to Barcombe and the Rocky Clump dig near Brighton; around the Flexford and Wanborough area (of great value for understanding the setting and relationship of these sites); and the first visit of 2013, to Roman London. In all cases the assistance of expert guides was arranged.

The Group's fieldwork continues to add important evidence to expand the understanding of Surrey in the Roman period. The continuing excavation at Abinger relocated some 1990s trenches and then added considerably to our knowledge of the remains in the orchard. Survival was rather better than anticipated, although only at foundation level. In the centre of the field a 50 x 5m trench was laid out across a section of an area shown on the magnetometer survey to have an apparent circular ditched feature enclosing many anomalies, and several features were located, although unfortunately most of the archaeology had long since been ploughed out. Further work will be needed as the area remains crucial to understanding the origins, setting and use of the villa. A trench south of and down slope from the limekiln showed that there was probably a track parallel to the existing holloway from which chalk was delivered to the kiln.

The penultimate season of excavation at Ashted was completed. Further work on the new building confirmed that it was of high quality and may have started in the immediately pre-Flavian period. A trench excavated by A W G Lowther had examined the junction of rooms 4, 6 and 7. A large disturbance around the room junctions made it possible to examine details not previously recorded. Evidence was found for a continuation of the gutter at the villa's south-east corner and the exact location of the separate bath house was confirmed. Trenches at each end of the superimposed tile kilns revealed much more evidence for the stokehole area, the kiln flues and the front of the kiln, and for the tiled base outside the back of the kilns. Scientific sampling of Ashted and related tiles continues. 2013 will be the last season of excavation at the site and a post-excavation programme is being drawn up. As usual there were many visitors on the Heritage Open Days and thought is also being given to future educational opportunities.

Excavations at Flexford led to the discovery of an aisled building (or perhaps two in sequence). Such buildings have not often been found in Surrey. There was also further understanding of the enclosure ditches (which appeared to change in character over short distances) and once again interesting finds. Another of the series of large pit-like anomalies was examined and shown to be a possible *bustum* burial with calcined bone, in contrast to the one previously examined, where none was found. A large area of flint surfacing was also discovered but it cannot yet be interpreted with certainty. Study of the finds continues to emphasise the unusual character of the site. A geophysical survey has been undertaken in the field adjacent to the Wanborough temple to assist the owner with management decisions.

Good progress is being made with establishing an approach to pottery processing. It was possible to participate in a project being undertaken by Archaeology South East, mostly designed to analyse pottery in Sussex, with the result that a report has been prepared on the pottery recovered before this year at Flexford. As part of the project the basis of a reference collection has been provided and a training session has been held. The Group continues to pursue an agreed approach to the processing of pottery from the excavations, in particular the problem of grey wares.

Many members played key roles in the first season of excavation at the Church Meadow site in Ewell which is supported and grant-aided by the Society. The site is directed by Mrs N Cowland and good progress was made with a 30x10m trench although much of this was found to have been deep ploughed. Flint surfaces and a variety of ditches and gullies were found and there were many interesting finds, mostly Roman but with some prehistoric (including Grooved Ware pottery) and post Roman. Many opportunities were taken in conjunction with Bourne Hall Museum to involve schoolchildren and the wider community.

#### **Villages Study Group**

This group continues to be led by the team of Dr D Taylor, Miss A Monk, Mrs J Richards and Dr G Lachelin. The Autumn Meeting was held in October 2012 in Hambledon. Speakers included Miss Monk who gave an overview of the history of Hambledon; Dr C Ferguson on *'Reading documents'*; Dr J English on *'Patterns in the Landscape'* and Mr R Briggs on *'Place-names and Settlement.'*

The Spring Meeting was held in Capel and papers included *'The Influence of Geography and Geology on Farming Practices in Post Restoration Surrey'* by Professor P Edwards and *'Manorial Records and the Development of the Late Medieval Settlements'* by Dr D Stone. In the afternoon there was a presentation of *'The Surrey Historic Environment Record as a Tool for Research.'* Mrs M Day also gave a short presentation on Capel and the Capel Local History Society put on a display of old photographs and maps. Updates were given on work at Bookham and Esher. Work is still in progress on the group's next planned volume on Old Woking and this is nearing publication. It is hoped that the Esher volume will follow shortly thereafter.

The group has also organised a Study Day on *'Wills and Inventories'* with Dr C Ferguson at the Surrey History Centre. During the year test-pitting took place at Esher and the post-excavation processing and analysis of the material will take place in the current year. The Autumn Meeting will be held in Little Bookham on 19 October 2013 and will have its theme *'Water Management and Use in the Development of Local Settlements'*.

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

Total incoming resources for the year amounted to £111,774 (2011-12 £120,887) and total resources

expended was £83,199 (2011-12 £115,214) resulting in net incoming resources of £28,575 (2011-12 £5,673). Incoming resources predominantly comprise unrestricted investment income generated from the Society's investment portfolio managed by Charles Stanley & Co Ltd.

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 within the Surrey borders. 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. The trustees have also been advised that the charity's research material, maps and prints ought to be accounted for as heritage assets and accordingly they have been reclassified as such and are recognised on the balance sheet at their current insurance valuation.

#### **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 2013 were £2,102,578 (31 March 2012: £1,837,643).

#### **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.

#### **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 holds modest amounts as custodian for small heritage groups which do not have their own bank accounts.

#### **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 will allow many different local organisations to contribute to the development of heritage interests in Surrey.

This report was approved by the trustees on September 20 2013 and was signed for and on behalf of the board by D M Calow (Honorary Secretary to the board of trustees) on 20 September 2013.

## **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 2013, which are set out on pages 17 to 23.

### **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 Charitieshave 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: Perry Linton

Relevant professional qualification or body: FCA

ON BEHALF OF BAKER TILLY TAX AND ACCOUNTING LIMITED

Chartered Accountants  
3rd Floor, One London Square, Cross Lanes, Guildford GU1 1UN.

Dated 17 October 2013

SURREY ARCHAEOLOGICAL SOCIETY

**STATEMENT OF FINANCIAL ACTIVITIES**  
(including Income & Expenditure Account)  
for the year ended 31 March 2013

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	1	24,501	1,413	25,914	37,668
Investment income	2	77,315	1,158	78,473	76,325
<b>Incoming resources from charitable activities</b>	3	<u>3,020</u>	<u>4,367</u>	<u>7,387</u>	<u>6,894</u>
<b>TOTAL INCOMING RESOURCES</b>		104,836	6,938	111,774	120,887
<b>RESOURCES EXPENDED</b>					
Investment management fees		11,362	-	11,362	10,871
Charitable activities	4	61,344	6,609	67,953	100,943
Governance costs	5	<u>3,884</u>	<u>-</u>	<u>3,884</u>	<u>3,400</u>
<b>TOTAL RESOURCES EXPENDED</b>		76,590	6,609	83,199	115,214
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>					
		28,246	329	28,575	5,673
<b>TRANSFERS</b>					
Gross transfers between funds		896	(896)	-	-
<b>OTHER RECOGNIZED GAINS/(LOSSES)</b>					
Gains on heritage assets	9	220,272	-	220,272	-
Realised gains/(losses) on investments		30,128	417	30,545	(3,164)
Unrealised gains on investments	10	<u>198,133</u>	<u>-</u>	<u>198,133</u>	<u>48,020</u>
<b>NET MOVEMENT IN FUNDS</b>					
		477,675	(150)	477,525	50,529
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward at 1 April 2012		1,870,237	50,467	1,920,704	1,870,175
<b>TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2013</b>					
	13	<u>2,347,912</u>	<u>50,317</u>	<u>2,398,229</u>	<u>1,920,704</u>

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 2013**

Company Registration Number: 01160052

	Notes	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	8	10,334	18,811
Heritage assets	9	235,000	13,783
Investments	10	<u>2,081,920</u>	<u>1,865,180</u>
		<u>2,327,254</u>	<u>1,897,774</u>
<b>CURRENT ASSETS</b>			
Debtors	11	23,436	12,166
Cash at bank		<u>89,569</u>	<u>69,569</u>
		<u>113,005</u>	<u>81,735</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due within one year	12	(42,030)	(58,805)
<b>NET CURRENT ASSETS</b>		<u>70,975</u>	<u>22,930</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,398,229</u>	<u>1,920,704</u>
<b>THE FUNDS OF THE CHARITY</b>			
Restricted income funds	13	50,317	50,467
Unrestricted income funds	13	<u>2,347,912</u>	<u>1,870,237</u>
<b>TOTAL CHARITY FUNDS</b>	14	<u>2,398,229</u>	<u>1,920,704</u>

For the year ended 31 March 2013, the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 ("the Act") relating to small companies.

The trustees and 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 23 were approved by the trustees and authorised for issue on 20 September 2013 and are signed on their behalf by

Miss E L Corke **President**

M A Edwards, FCA **Treasurer**

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 2013

### 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 and the Charities Act 2011. They have been prepared under the historical cost convention, except as modified for the annual 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 and donations and other similar types of voluntary income are brought into account when received, except that 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.

#### RESOURCES EXPENDED

Resources expended are allocated directly to the charity's principal activities or as governance and investment management costs. Grants payable are recognised in the period in which the grants are approved by the charity'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.

#### TANGIBLE FIXED ASSETS

All tangible assets purchased that have 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

#### HERITAGE ASSETS

The charitable company is the custodian of certain heritage assets in the form of research material, maps, prints and artefacts. This collection is carried in the balance sheet at its current insurance valuation.

#### INVESTMENTS

The charity'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.

#### 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.

#### 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 2013**

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>1 VOLUNTARY INCOME</b>				
Members' donations	19,357	1,413	20,770	20,932
Other donations and bequests	51	-	51	5,266
Grants received	-	-	-	2,000
Tax recoverable	5,093	-	5,093	9,470
	<u>24,501</u>	<u>1,413</u>	<u>25,914</u>	<u>37,668</u>
<b>2 INVESTMENT INCOME</b>				
Investment portfolio	77,315	-	77,315	75,152
Bank interest	-	-	-	45
COIF Unit Trust income	-	1,158	1,158	1,128
	<u>77,315</u>	<u>1,158</u>	<u>78,473</u>	<u>76,325</u>
<b>3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>				
SRF Conference	1,322	-	1,322	788
Research Symposium	1,078	-	1,078	990
Other events	(374)	2,909	2,535	3,744
Publications	820	581	1,401	1,168
Medieval Studies Forum	-	877	877	204
Other income	174	-	174	-
	<u>3,020</u>	<u>4,367</u>	<u>7,387</u>	<u>6,894</u>
<b>4 CHARITABLE ACTIVITIES</b>				
<b>Direct costs</b>				
Excavation costs	4,070	97	4,167	4,013
Tools and equipment under £1,000	2,588	-	2,588	-
SRF Conference	776	-	776	426
Research Symposium	801	-	801	516
Other events	(14)	5,376	5,362	2,086
<i>Bulletin</i> and other publication costs	4,470	335	4,805	8,100
<i>Surrey History</i>	1,838	-	1,838	1,805
Medieval Studies Forum	-	801	801	106
Library staff and other costs	18,597	-	18,597	22,004
Subscriptions to allied societies	121	-	121	717
Grants to third parties	2,528	-	2,528	11,500
	<u>35,775</u>	<u>6,609</u>	<u>42,384</u>	<u>51,273</u>
<b>Support costs</b>				
Office staff and other operating costs	13,742	-	13,742	32,985
Volunteers travelling costs (note 15)	370	-	370	250
Council and committee expenses	258	-	258	886
Trustee indemnity insurance	738	-	738	857
Professional fees (see note 7)	1,984	-	1,984	4,624
Depreciation	8,477	-	8,477	10,068
<b>Total for charitable activities</b>	<u>61,344</u>	<u>6,609</u>	<u>67,953</u>	<u>100,943</u>

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

	2013	2012
	£	£
<b>5 GOVERNANCE COSTS</b>		
Independent examiner's fee	3,000	3,400
Annual report	871	-
Filing fee	13	-
	<u>3,884</u>	<u>3,400</u>

#### 6 STAFF COSTS

The average number of persons employed by the Society during the year was as follows:

	2013	2012
Direct charitable	1	1
Administration	1	1
Council members	41	41
	<u>43</u>	<u>43</u>

Staff costs	18,820	23,847
Social security	754	1,017
	<u>19,574</u>	<u>24,864</u>

	2013	2012
	£	£
<b>7 PROFESSIONAL FEES</b>		
Accountancy services paid to Albury Services Ltd	791	4,200
Professional expenses paid to Albury Services Ltd	-	424
Accountancy services paid to Ainsbrook Services	1,693	-
Prior year adjustment	(500)	-
	<u>1,984</u>	<u>4,624</u>

Albury Services Ltd is wholly owned by Mr A Sargent who during the years ended 31 March 2012 and 31 March 2013 was a trustee of Surrey Archaeological Society

#### 8 TANGIBLE ASSETS

	Archaeological equipment	Computer equipment	Other equipment	Total
	£	£	£	£
Cost				
1 April 2012 and 31 March 2013	20,629	34,882	16,002	71,513
Depreciation				
1 April 2012	9,248	27,975	15,479	52,702
Charges for the year	2,845	5,501	131	8,477
31 March 2013	<u>12,093</u>	<u>33,476</u>	<u>15,610</u>	<u>61,179</u>
Net book value				
31 March 2013	8,536	1,406	392	10,334
31 March 2012	<u>11,381</u>	<u>6,907</u>	<u>523</u>	<u>18,811</u>

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

<b>9 HERITAGE ASSETS</b>	<b>2013</b>	<b>2012</b>
	£	£
Cost		
1 April 2012	13,783	13,783
Additions	945	-
	<u>14,728</u>	<u>13,783</u>
Revaluation to current insurance value	220,272	-
31 March 2013	<u>235,000</u>	<u>13,783</u>
	<b>2013</b>	
	£	
<b>10 INVESTMENTS</b>		
Market value at 1 April 2012	1,865,180	
Additions	618,382	
Disposals	(616,480)	
Unrealised gains	198,133	
Movement on capital account	16,705	
Market value at 31 March 2013	<u>2,081,920</u>	
	<b>2013</b>	<b>2012</b>
	£	£
<b>11 DEBTORS</b>		
Investment income	7,446	3,246
Other debtors	6,809	4,610
Prepayments	9,181	4,310
	<u>23,436</u>	<u>12,166</u>
	<b>2013</b>	<b>2012</b>
	£	£
<b>12 CREDITORS</b>		
Amounts falling due within one year:		
Advance grants received	5,293	9,167
Subscriptions in advance	5,901	5,267
Grants payable	11,096	10,818
Collections and publications	5,000	8,241
Rent payable	-	10,900
Other creditors and accruals	14,740	14,412
	<u>42,030</u>	<u>58,805</u>

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

### 13 THE FUNDS OF THE CHARITY

	1 April 2012	Incoming resources	Outgoing resources	Transfer between funds	Gains on investments	31 March 2013
	£	£	£	£	£	£
<b>Restricted income funds</b>						
Anniversary appeal	10,445	-	-	-	-	10,445
Surrey Industrial History Group	32,526	3,260	(2,701)	-	417	33,502
Haslemere Group	1,495	-	-	(1,495)	-	-
Guildford Group	1,268	456	(446)	-	-	1,278
Plateau Group	2,386	-	(220)	-	-	2,166
Roman Studies Group	2,347	2,345	(2,344)	-	-	2,348
Medieval Studies Forum	-	877	(898)	599	-	578
	<u>50,467</u>	<u>6,938</u>	<u>(6,609)</u>	<u>(896)</u>	<u>417</u>	<u>50,317</u>
<b>Unrestricted income funds</b>						
General fund	<u>1,870,237</u>	<u>104,836</u>	<u>(76,590)</u>	<u>896</u>	<u>448,533</u>	<u>2,347,912</u>
	<u>1,920,704</u>	<u>111,774</u>	<u>(83,199)</u>	<u>-</u>	<u>448,950</u>	<u>2,398,229</u>

The Anniversary appeal fund has been set up to recognise the funding raised in previous years from supporters of the appeal.

The specialist interest group funds have been set up to recognise the identifiably individual nature of the activities of these specialist interest groups

### 14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed assets £	Net current assets £	Total £ £
<b>Restricted income funds</b>			
Anniversary appeal	-	10,445	10,445
Surrey Industrial History Group	-	33,502	33,502
Guildford Group	-	1,278	1,278
Plateau Group	-	2,166	2,166
Roman Studies Group	-	2,348	2,348
Medieval Studies Forum	-	578	578
	-	<u>50,317</u>	<u>50,317</u>
<b>Unrestricted income funds</b>			
General fund	<u>2,327,254</u>	<u>20,658</u>	<u>2,347,912</u>
<b>Total</b>	<u>2,327,254</u>	<u>70,975</u>	<u>2,398,229</u>

### 15 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 2012-13, three trustees were reimbursed for such costs amounting to £370.



*The airflow control at the entrance to the lower Roman roof tile kiln at Ashtead*