



SURREY ARCHAEOLOGICAL SOCIETY

ANNUAL REPORT 2011-2012

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K D Graham, FSA

Miss A J Monk
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Librarian: Mrs R F Hughesdon BA, MCLIP

Legal Adviser: vacant

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Retire 2012: Mrs M Broomfield, R A Bryson, Miss R Lambert, J Spencer, C van der Lande

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

Retire 2014: P Balmer, R Brookman, Mrs A Lea, J Reading, Mrs P Savage, Dr D Taylor

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

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D J Turner, BSc, FSA, FSA Scot (Past President)

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P A Tarplee

Mrs A Watson

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INDEPENDENT EXAMINERS:

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INVESTMENT MANAGERS:

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SURREY ARCHAEOLOGICAL SOCIETY

ANNUAL REPORT 2011-2012

This is the 157th Annual Report of the Surrey Archaeological Society and the 38th Annual Report of the Board of Directors of the Incorporated Surrey Archaeological Society. The report and accounts are for the period 1 April 2011 to 31 March 2012.

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 excavations, fieldwork and surveys and provides opportunities for members of the public to visit, participate and be trained. The Society arranges meetings, lectures, exhibitions and 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 a full specialist lending library where books and publications relating to Surrey's heritage may be consulted free of charge by members of the public. New members are always welcome.

GENERAL

The Annual General Meeting was held on 20 November 2011 at the Brew House, Guildford. Miss E L Corke was elected President. Professor E C Fernie, Mr P A Tarplee and Mr D J Turner were elected Honorary Vice-Presidents and Mr A R Hall was elected Vice-President. The Honorary Vice-Presidents, Vice-Presidents and Honorary Officers were re-elected.

The following members of the Society were elected as ordinary members of Council to retire in 2015: Mrs J Balchin, Mr M Edwards, Mrs I Ellis, Dr C Ferguson, Mrs M Korndorffer and Mr A Norris. The retiring members of Council, Mr J M Boulton, Mrs N A Cowland, Mr A R Hall, Mrs P A Hulse and Mr C J W Taylor were thanked for their work on behalf of the Society.

M G Beattie & Co Limited were appointed as Independent Examiners and Council was authorised to determine their remuneration.

The Society benefited from a generous legacy of £5,000 from Sir Martin Wedgwood part of which was used to help Surrey History Centre purchase the Thorp books of eighteenth and nineteenth century paintings, prints and ephemera relating to Guildford and the surrounding villages. The prestige lecture by Annabel Watts on the subject of Helen Allingham was well received and attracted art historians who had been unaware of the Society. The Local History Symposium in October, the Research Framework meeting in November and the Archaeology Symposium in February were up to their usual high standards and enjoyed by all who attended. The Gravett Award for the best display at the Local History Symposium was won by the Egham-by-Runnymede Historical Society and the Margary Award for the best display at the Archaeology Symposium was won by the Epsom and Ewell Historical and Archaeological Society.

The Society further increased its archaeological activity and an Earth Resistance meter was purchased. The third season of the excavation at Woking Palace was very successful and is reported below. Excavations at Ashted, Abinger and Flexford continued to make new discoveries about Roman Surrey and test-pitting opened up possibilities for new members to get involved.

This was the eighth year of the Surrey Dendrochronology Project and progress continued towards publication. Society members completed their work on transcribing the Tithe apportionments which were published by Surrey History Centre on CDs.

The Society maintained its links with many local and regional bodies. Meetings at Surrey History Centre helped keep close relationships with heritage organisations throughout the County and representation on regional CBA groups and meetings with English Heritage ensured the Society was involved with developments in archaeology at a national level.

The Council decided not to recommend an increase in subscription fees in 2012.

The staff and volunteers at Castle Arch are a great strength of the Society. Mrs M Clements, Mrs E Coburn, Mrs H Jeffery and Mrs M Roberts are each thanked for their contribution. The increase in postage costs makes it ever more important that the Society communicates with members by email as far as possible. Society members are encouraged to make sure the Society has their up to date email address.

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 Mr R Brookman, Mrs N Cowland and Mr G K Gower-Kerslake whose ready willingness to help makes so much difference. Mr C Taylor has continued his support for the Local Secretaries who are an important part of the Society and their help with keeping members up to date is appreciated.

On 31 March 2012, the membership was (31 March 2011 figures in brackets); 6(7) honorary; 5(5) life; 624(646) ordinary; 69(70) associate; 44(36) junior; 9(9) student and 129(131) institutional; total 886(904).

It is with great sadness that the death of the following members is recorded: Mrs H R E Baggott, Mr J Day, Mr M C T Elphick, Mrs N G Hawkins, Mr F W Holling, Miss L L Ketteringham, Mrs A E Noyes, Mr J H Rendall, Dr R F Sellers.

FINANCE AND INVESTMENT

The Society's Accounts for the year to 31 March 2012 are set out in the final section of this report and show an overall operating surplus of £2,509 on the activities of the year. Improvements in the stock market resulted in the value of the Society's investments as shown on the balance sheet rising to £1,865,180 over the year which was a net improvement of £34,136 before investment fees. It remained the Council's policy to preserve the capital fund in the long-term interests of the Society as the income generated is necessary to sustain core activities.

Throughout the year, responsibility for the management of the investment portfolio was in the hands of Charles Stanley & Co Ltd and the Society's requirements were subject to periodic review by the Investment Committee.

Administration expenditure was reduced by lower accommodation and removal costs and lower fees for examination rather than audit. Publication expenditure includes the *Bulletin*, the net cost of one issue of the *Collections* and the cost of *Surrey History*. The investment fees were in respect of amounts charged by Charles Stanley & Co. Ltd. for dealing with the Society's portfolio.

The Society recognises the invaluable voluntary contributions made by members and others towards the true cost of running the Society and is grateful for the services supplied in an honorary capacity by our professional advisers.

REPORTS FROM COMMITTEES OF THE SOCIETY

Events Committee

The Committee met four times in the course of the year.

The Spring Lecture Series was held at the Leatherhead Institute on the five Tuesdays in May with the programme title: "*Faith expressed in Stone: Religious Buildings in Surrey and Southeast England*". The speakers were invited to describe what effect their faith had on the design and function of their meeting places.

An overview lecture "*Form and Fabric of Belief: Approaches to the Study of Religious Buildings*" by Dr S Roffey, set the scene for the following lectures. Ms M Spier, retired architect, spoke on "*Synagogue Design and Jewish Religious Practice: Historic and Contemporary Examples*". Professor M A Nasim of the Shah Jahan Mosque, Woking described "*The Mosque as the place of Worship*". Mr P Youngs asked the question "*Nonconformist buildings: Plain places for plain speaking?*" Finally, Mr A Bott took as his subject: "*The Architecture of the Christian Church: 2000 years of history*".

The Committee was most grateful to all the speakers: it was an excellent series but sadly the average audience of 26 was somewhat lower than in previous years.

The fifth annual Menuhin Hall lecture was held on Friday, 5 June 2011, at the Menuhin Hall, Stoke D'Abernon. Local art historian, Annabel Watts, recounted the life and work of Helen Allingham, the first woman member of the Royal Watercolour Society and an artist who painted extensively in Surrey. In particular Ms Watts compared the paintings of local rural scenes and buildings with more recent photographs, and spoke of a forthcoming exhibition of Helen Allingham's work to be held in Burgh House, the home of the Hampstead Museum.

The attendance of 117 was an improvement on 2010. The previous four lectures attracted audiences of 90, 160, 140 and 90 respectively. The lecture was superb and more than maintained the high standard the Society sought. The committee was most grateful to the staff of the Menuhin Hall for their help in making the event a most enjoyable evening and to Charles Stanley and Co Ltd, our financial advisors, for their continuing sponsorship.

Historic Buildings Committee

The committee met once in the year to consider possible research aspects, of which the forming of a stone reference collection remained in early stages. Some cases of buildings at risk to neglect, loss or inappropriate change, were discussed as well as particular properties of interest. Discussion and action on these continued between meetings.

Library Committee

Mr D Turner resigned as Chairman of the committee and Mrs R Hughesdon was elected in his place. Mr Turner's experience will be greatly missed. Mrs G Page also resigned and the committee expressed its gratitude to her for her input over the years.

The committee would like to thank, as always, the Assistant Librarian Mrs H Jeffery, and, for their help in her absence, Mrs Coburn and Mrs Clements for their hard work during the year. The committee is also grateful for the contribution of volunteers, Mrs M Williams, Mr R Williams, Miss A Bowey, Mr J Janaway and Dr and Mrs Christophers, without whom the library would struggle to cope.

Thanks to the work of Mr R Williams and Miss A Bowey, the library opened its doors for Heritage Open Day. A display was also taken to the Archaeology Symposium.

It was good to see that loans remained stable this year, despite the increasing use of electronic resources and that the number of both library visitors and remote enquiries rose.

The Committee would like to thank the following donors for the generous gift of material to the library during the year: C Abdy, Albury History Society, D Bird, Bourne Society, D Bright, D Calow, J Clark, H Cleere, Compass Archaeology Ltd, C Constable, A Crocker, A Doolittle, Mrs J English, J Flatman, Mrs A Graham, C Hayward for KUTAS, J Jennings, Dr G Lachelin, Leatherhead & District Local History Society, Medieval Pottery Research Group, Dr A Moir, Miss A Monk, D Nash, PRO Archaeology Services, R Savage, Schweizerisches Nationalmuseum, Ms L Smith, Surrey Archaeological Society, Surrey Archaeological Society - Guildford Group, Surrey County Council, Sussex Archaeological Society Library, Thames Valley Archaeological Services Ltd, D Turner, A Vincent, Walton & Weybridge Local History Society, West Surrey Family History Society, P Youngs

Library Statistics

	2010/2011	2011/2012
Volumes added	198	188
Items added to Research Collection*	519	c.328
Volumes withdrawn	49	39
Volumes bound	46	33
Number of loans	447	449
Items consulted from the Research Collection	379	265
Inter-library loans	5	11
Current contents users	2	2
Library visits by members	347 (approx.)	370 (approx.)
Library visits by non-members	102	151
Remote research requests from members	63	74
Remote research requests from non-members	70	70

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

- Papers from Rosamond Viscountess Hanworth, one accession number but actually a notebook, 1 plan, 1 map, 3 sections, 1 box and 57 photographs
- Joan Harding correspondence, one accession number but actually 19 leaves, 2 notebooks, 12 cards and 56 punched cards
- Studies of excavations by Nancy G. M. Hawkins (Cox), one accession number but actually 154 slides
- Herbert Goodman, one accession number but actually 17pdf files of notebooks
- Financial records, one number, various number of years

Publications and Editorial Committee

Following the new procedure used last year the Committee 'met' four times with three of these by email only.

Volume 96 of the *Collections* was published and work progressed on volume 97. Volume X of *Surrey History* was published in time for the local history symposium. Six issues of the *Bulletin* were published this year. Due to the current financial problems the committee considered ways to reduce the cost of publication. The possible use of electronic distribution and the use of down loading from a website were discussed.

Volumes 1 to 66 and 91 to 94 of the *Collections* were made available on the ADS website <http://archaeologydataservice.ac.uk/archives/view/surreyac/>. Volume 95 will be available from 2013 and volume 96 from 2014. Work continued on the digitisation of volumes 67 to 90, other Society publications and 'grey literature' reports.

Over the last year sales of publications were £818.92 (excluding postage). This included the sale of 68 copies of *Hidden Depths*. During the year £176.31 was received from copyright fees in respect of photocopying of articles from the *Collections* by educational institutions from The Publishers' Licensing Society (PLS).

The Committee would like to thank the editors for their hard work in maintaining the high standard of the Society's publications.

Research Committee

The October SRF conference on aspects of Industrial Archaeology was very successful thanks to the members of Surrey Industrial History Group who arranged a most interesting programme. The 2012 spring symposium was also well attended and enjoyable. This was the last organised by Mrs A Gaitonde and the Committee is very grateful to her for her service over the years, and to the many others who have helped to make these events a success. It was a measure of the increase in activities with which the Society was involved in the year that some talks for the symposium had to be deferred as there was insufficient time to cover everything.

Mr R Brookman carried out a review of the Society's excavation equipment and an increased budget made possible some replacement and repair. Mrs K French replaced Mrs P Hulse as assistant tools officer; the Committee was very grateful for Mrs Hulse's work over several years. The new resistivity meter was 'broken in'. The Society needs more people to take an interest in the survey equipment available for use. It has already been of great importance in locating sites and making possible the careful targeting of excavation.

The Committee continued to consider ways to manage the processing of pottery for publication. Good progress was made with the development of a medieval pottery reference collection with assistance from SCAU, linked to the Village Studies Group test-pitting programme which has expanded. Ways to develop a satisfactory approach to the processing of Roman pottery were also being developed on the basis of work done by Archaeology South-East on pottery from Flexford as part of a wider project. This will also form the basis for the preparation of a reference collection and the provision of some training. The organisation of the Research Centre at Abinger so that finds processing could take place there was reviewed.

An attempt was made to create a site code register for Surrey through a list on the Society's website where members and others could check site codes that have been used and register their own. It was hoped that this would help to avoid duplication and also act as a useful record and aid future researchers. The Committee wishes to encourage everyone to use this facility. A policy for the use and deposition of security copies is also to be developed.

The lack of opportunities for those wishing to attend further education archaeology courses continued to cause concern but solutions are difficult to find in the present economic climate.

Grants from the 2011-12 budget were agreed for several projects. One grant was for the purchase of LiDAR images of parts of the Wey Valley for use in a thesis by Mr K Williams (a copy of which will be placed in the library). The images cost less than expected and were also very useful for survey work in the area around Woking Palace. The Committee also agreed to provide some support for a PhD thesis by Mr W Mills, part of which will result in the study and publication of the very important Upper Palaeolithic material from Brockhill near Woking (with some publication in the Society's *Collections*). Allocations were made towards the conservation and study of the recently found bronze boar from the excavations at Flexford, for continued test pitting in Surrey villages, for work including environmental sampling at one of the Horsell barrows and for the 2012 Abinger excavation. A large grant was also agreed for the 2012 Ewell churchyard excavation. This was made necessary by plans for the extension of the church cemetery which overlies part of the Roman settlement. A local committee under the chairmanship of Professor C Orton was established with input from the Research Committee. Further targeted work which will not require funding from the Society is proposed for Woking Palace and the Committee is happy to support this and to encourage volunteers to assist. Congratulations are in order to Mr R Savage for his success in raising the necessary funding. The Committee remains keen to support more work in the local history and industrial archaeology fields to foster the achievement of some of the Society's research objectives.

The Committee was concerned that neither Guildford nor Southwark dioceses had an archaeological consultant in place. Mr A Norris agreed to become the Diocesan Archaeological Consultant for Guildford Diocese, but one is still required for Southwark.

Attention continued to be given to unpublished fieldwork. Progress was made with the Betchworth sandpit report and the matter of the Reigate kiln report was pursued. Mrs Broomfield reported that the Weston Wood project was on track.

Ms R Lambert was co-opted to the Committee, in particular for her expertise in environmental sampling. She undertook to prepare guidelines for the Committee to recommend for future work by the Society. Mrs I Ellis replaced Mrs M Broomfield as AARG representative. The Committee continued to rely heavily on its secretary, Mrs R Hooker, and treasurer, Mr C Hayward, together with support from the Society's President and Secretary.

Woking Palace Archaeological Project – 2011

For the third year running the Society was a major sponsor of the Woking Palace Archaeological Project, making a grant of £6,000 towards the three weeks of excavation in July 2011 and the subsequent post-excavation work. Other major sponsors included Surrey County Council (£9,000) and Woking Borough Council (£5,000) with considerable in-kind assistance from Quaternary and Scientific Research (QUEST, from the University of Reading), Archaeology South East (a unit of University College, London) and Nottingham University.

The excavations were again very successful and explored the buildings near the medieval gatehouse and the Tudor kitchens north of the Great Hall. Around 250 people – including over 50 volunteers from the Society plus 130 adults and 50 children in the community archaeology programme - participated in a variety of roles on the dig, with around 400 visitors on the Open Days.

The archaeological investigations were directed by Mr R Poulton of the Surrey County Archaeological Unit with Mr R Savage of the Society acting as Secretary of the organising committee and Logistics Manager on site.

Surrey Industrial History Group

The South East Region Industrial Archaeology Conference was the first event of the year. This year the event was hosted by the Sussex Industrial Archaeology Group on 16 April at the University of Sussex. The conference had as its title '*An IA Miscellany*' and included talks as diverse as '*Ice Wells fit for a Metropolis*', '*Magnus Volk & his Amazing Railway*' and '*The Victorian Working Horse*'.

The AGM was held on 9 July at The Archaeology Centre in Bagshot, where the Conservation Award was presented to the Surrey Heath Archaeology and Heritage Trust. The award was in recognition of the work done to rescue the former Police Station and adapt it for use as an Archaeology Centre. The centre houses, amongst other things, a collection of clay pipes large enough to be used as a reference collection to assist in the dating of further finds.

The 36th series of winter lectures held at the University in Guildford commenced on 4 October with a talk on *"The Changing Nature of Innovation-an Historical Overview"* by Dr J Russell of the Newcomen Society. The Thursday morning talks at the Institute in Leatherhead were again organised by Mr K Tythacott, supported by Mr G Roles who organised the visits. This course of lectures held over the autumn and spring terms, commenced on 22 September with a talk from Mr P Gower on the *"Revival of the Lynton and Barnstable railway"*.

The autumn half-term visit was to the Watercress Line where a number of steam engines had been prepared for a gala event. In spring the group went on a cruise down the Thames taking in all the bridges and river crossings about which Mr Roles had previously given an excellent talk. The day out concluded with a visit to the horological collection in the British Museum; this linked in with an earlier talk on the *"Golden Age of English Clockmaking"* given by the curator of horology Mr D Thompson.

The Surrey Archaeological Society Autumn Conference held on 15 October featured *"Industrial Archaeology-The Research Framework"* as its theme. Professor A Crocker kindly acted as conference chairman and organised the speakers. Mr J Spencer gave his talk on *"Animal Powered Engines"* while Mr P Sowan spoke about *"Extraction Industries: The Evidence Left Behind by Miners & Quarrymen"* and Mr G Knowles talked about *"Surrey's Airport Buildings"*.

Our Guildford series of winter lectures finished on 6 March with a very interesting talk on *"Personality Clashes and Power Struggles in the History of British Radar"* by Dr P Judkins. The Leatherhead lectures concluded on 22 March with a talk on *"Animal Powered Engines"* given by Mr J Spencer who stood in for the previously advertised speaker.

Surrey Local History Committee

The Local History Committee's Annual Symposium took place at Shalford Village Hall on Saturday 22nd October 2011 on the theme of *'Surrey's Sporting Life'*. Ms L Ronaldson, a Real Tennis professional from Hampton Court started the day's programme with a talk on *'Tudor Sports and Pastimes.'* She was followed by Mr J Faulkner from the Surrey County Playing Fields Association who spoke about *'Surrey Playing Fields from King George V to Queen Elizabeth II'*. This was followed by a compilation of archive film, narrated by Mr P Cooper from the Surrey History Centre. Mr Cooper returned to the stage after lunch to give a talk about *'The 1948 Olympic Torch Run Through Surrey'* and he was followed by Mr M Alexander who gave an entertaining talk on *'Shrovetide Football in Surrey'*. The afternoon concluded with a talk by Mr M Fanya on *'The Early History of Cricket in Surrey'*. Local History Societies attending put on some very interesting displays and the Gravett Award for the best display was awarded to Egham-by-Runnymede Historical Society.

The January Meeting on *'Deposited Plans'* was held at the Surrey History Centre and was well attended. Mr J Pooley gave an introduction to *'Deposited Plans available at the Surrey History Centre'* and their value in local history research and Ms M Takayanagi spoke on *'Deposited Plans in the Parliamentary Archives'*. Dr G Moss spoke on *'The History of Redhill from Deposited Plans'* and showed what could be achieved in a local context. The afternoon concluded with a talk from Mr M Casson on *'Deposited plans and books of reference; their place in economic history'*. All the talks opened up a window to give a glimpse of these valuable but often underused resources.

REPORTS FROM GROUPS OF THE SOCIETY

Artefacts and Archives Recording Group

AARG had a busy year processing finds both on-site at excavations and off-site at the Rovers Den, Ockham and the Granary, Blechingley.

AARG provided an on-site finds processing team for 12 weeks of excavations on the following digs: Flexford (twice), Cocks Farm Abinger, Ashtead Roman Villa and Woking Palace. In all 23 people from the Society, students and in the case of Woking Palace, members of the Community took part in the finds processing teams. Besides the main digs members of AARG also helped out on a number of Test Pitting days.

At Woking Palace and Ashtead Roman Villa, displays were produced for visiting members of the public during the very busy open days and team members were involved in demonstrating our work to the public.

Post excavation work was held at weekly meetings in the Rovers Den, Ockham where members continued the finds processing which resulted from the digging season.

AARG members participated in various training activities, including Medieval and Roman pottery, clay tobacco pipes and animal bones. A dedicated team also spent a number of days at the Granary to prepare the artefacts for the forthcoming move to the Society's centre at Abinger.

Guildford Archaeology & Local History Group

The Group had another successful series of talks over the past year, a number with a medieval or early modern flavour. The former elucidated medieval settlement in Blackheath Hundred and the place of medieval

churches in the landscape, and also included a visit to Waverley Abbey. The latter looked at Guildford in George Abbot's time and the marriage celebration of Elizabeth More of Loseley in 1567, while an update on the history and archaeology of Woking Palace extended across both periods. Earlier archaeology was represented by a talk on the Romano-British site at Flexford, and more recent times by presentations on Guildford's lost chapels, Henry Peak's buildings in Guildford, and Gertrude Jekyll's gardens at Munstead. Unfortunately, no-one came forward to act as a meetings organiser, casting doubt on the longer term future of the Group.

Prehistoric Group

The 2011 AGM was followed by a number of short presentations on the recent work of members including the refurbishment of the Abinger pit dwelling, some thoughts on south west Surrey hillforts and forthcoming projects in East Surrey.

The Abinger pit dwelling was excavated in 1950 by Dr L S B Leakey (of Olduvai Gorge fame) just after the Society had enabled the excavation of the Abinger motte by Brian Hope-Taylor. The report on this Mesolithic site was published as a Research Paper of the Society (No 3) and is an important site of the period. The leaseholder of the land at the time, Major Berrington Behrens, arranged for a shelter to cover the site and exhibition panels were designed by Brian Hope-Taylor. In the early 1970's John Wymer designed a lithics display with assistance from Guildford Museum.

The cabinets of this display have been repaired and cleaned, and the hessian backing in the cabinets has been replaced. New display boards designed by members of the Prehistoric Group with the help of a grant from the Society were put in place in September 2011.

New projects in East Surrey commenced in late 2011 and early 2012. A survey of Dry Hill Camp completed a review of the earthworks, while a survey of a potential field system at Willey Farm, Chaldon revealed limited survival of earthworks identified by Brian Hope-Taylor and transcribed from aerial photographs by Mr M Russell. Work on south western hillforts in Surrey continued with a survey of the Felday enclosure which had been cleared of much vegetation during 2011. Evidence for a second bank and ditch on the northern part of the site was revealed.

A topographical survey of the barrow cemetery on Reigate Heath was almost completed and remedial work was recommended for the most badly damaged of the barrows. One particular scheduled monument (SM23603) was suffering from considerable damage due to the presence of a bridleway and a golf buggy track which both crossed the barrow. The Countryside Management team of Reigate and Banstead Borough Council worked with the survey team to arrange to move the bridleway while discussion with the Golf Club has continued to try to move the golf buggy track.

The Lithics section of the group continued to reassess the lithics collections from Guildford Museum. The results were recorded on a spreadsheet which will be used to add information and reinterpretation on a database created for the Museum. The section also began to record items from a private collection.

Roman Studies Group

The Group had an excellent year, with interesting talks, visits and a very successful fieldwork programme. Considerable use was made of the Society's magnetometer and other new equipment. Once again Mr C Van der Lande arranged a full and varied programme of visits; highlights were guided tours of Roman Colchester and the Bignor villa. Membership continued to increase and as always the Group relied greatly on its secretary, Mr A Hall, treasurer, Mr D Calow, and other members of the Committee.

Another successful season of excavation took place at Abinger. The whole of the limekiln and its servicing area were examined and the features were sampled by carefully placed sections. The kiln was roughly oval and had been formed in a pit cut deep into the sloping ground and lined with a rough chalk wall, which in some places at least had a clay skim. A servicing pit led up to an opening into the side of the kiln which had been made out of clay blocks within a chalk block structure and was evidently intended to control airflow through the kiln. At the lowest levels of the kiln large amounts of charcoal were found, some still recognisable as pieces of small branches. A Roman date was confirmed by radiocarbon dating. A trench in the centre of the field between kiln and villa located several features probably of Roman date including a deep pit and a gully or small ditch that was associated with pieces of quern including a complete (but much worn) upper stone probably from a Lodsworth quern of Iron Age or early Roman date. On the villa site a trench was cut diagonally up the slope from the orchard through the hedgerow and up to the main range of rooms of the villa found in the 1990s to test the levels and link the two parts of the site.

Excavation at Ashtead was also very successful. It established beyond doubt that there was an earlier tile kiln beneath the one found previously and part of the earlier kiln was carefully examined. Archaeo-magnetic dating for both kilns produced very similar early third century dates for the last firing. At the stokehole end of the earlier central flue a structure built of tegulae was found still in situ and was interpreted as a temporary blocking of the flue to control airflow when the correct temperature had been achieved. Its survival was presumably due to the raising of the lower kiln level to accommodate the new higher kiln. The programme of scientific testing of tiles possibly from Ashtead led by Dr I Betts suggested that Ashtead tiles may have reached as far as Chelmsford or even Colchester. The new building found last year was further examined and its width established at somewhat over 6m, while the flimsier structure attached to it was traced further still. Pottery associated with the structures included early samian ware and a mortarium stamp of Albinus suggesting that occupation began in the Flavian period. A section across the ditch of the previously undated triangular earthwork showed that this was a multi-phase earthwork, certainly prehistoric in origin, with reuse in the period around the middle of the first century AD and again later in the Roman period.

Two further excavations at Flexford added considerably to knowledge of this very interesting site. Evidence strongly suggesting a later Roman occupation site covering a wide area was located and the finds provided further confirmation that the site has many unusual aspects. In the southern part of the site the possible remains of timber buildings were identified with much associated pottery. One of a number of similar anomalies on the edge of this area was tested and appeared to be a bustum-type feature with a complete pot that did not however contain cremated remains. Careful metal detecting located further finds including a small possibly Roman period lead alloy head. The later material offered a context for the late 'ritual' deposit, whose unique samian vessel was recovered apart from a few fragments. Research on the Flexford finds continued to show that the site has many interesting features which have attracted interest from specialists.

Medieval Studies Forum

The Forum as a whole met only twice during year to 31 March 2012. The first of the meetings was a special half day visit to the third season of the Woking Palace excavations. The second meeting took place in December in the form of a Members Day, with presentations on current research interests (several of which had an ecclesiastical dimension).

Work continued during the year, under the joint leadership of Mr S Nelson and Mr D Hartley, on the development of a medieval pottery studies group. A workshop led by Mr P Jones was held in October 2011 to introduce and explain the Surrey Medieval Pottery Type Series he has developed for SCAU prior to the delivery to the Society of a comprehensive set of type sherds. This was followed at a meeting in December by further training presentations from Ms L Blackmore of MoLA and Mr S Nelson. The pottery studies group subsequently held three working meetings at the Society's Research Centre in Abinger before the end of March.

Work continued on the analysis of material from the test pits dug at Old Woking in 2010 and 2011; a presentation of the preliminary conclusions from this, and from new documentary research, was given by Mr R Savage at the Society's Annual Symposium in February 2012.

During the year membership of the Forum increased slightly to 77 members of the Society. Mr B Creese joined the Committee at the AGM in December 2011; the other members are Mrs M Alexander, Mr P Balmer, Mr D Hartley, Mrs P Savage, Mr R Savage and Mr P Stevens.

Villages Study Group

This group met under the leadership of Dr D Taylor, Miss A Monk, Mrs J Richards and Dr G Lachelin who took over from Mr R and Mrs P Savage in October 2011.

The Group's Autumn Meeting was held at the Surrey History Centre in October 2011 with the theme 'Mining Maps & Digging for Evidence' with papers given by Mrs S Jenkinson of Surrey History Centre, Mr D Young and Mr R Savage. Updates were given on work at Bookham, Ockham and Esher. Work continued on the group's next planned volume on Old Woking which is nearing publication.

Post-excavation processing and analysis of the finds from the test-pitting at Old Woking in March 2011 were undertaken and the findings were presented to the Society's Annual Symposium in February 2012. Some test-pitting took place at Esher during the year and the post-excavation processing and analysis of the material is to be completed. A number of other potential Surrey Villages test pitting candidates were considered including Bagshot, Bisley, Chobham, Frimley, Puttenham and Windlesham.

COMMITTEE MEMBERSHIP

Events Committee: Mr J Boulton (Chairman), Mrs A Gaitonde (Secretary), Mrs P Bedwell, 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, Mr D Turner.

Library Committee: Mr D Turner (Chairman from November 2011) Mrs R Hughesdon (Chairman from November 2011 and Honorary Librarian), Miss A Bowey, Dr R Christophers, Mrs C Garrard (Surrey Heritage), Mrs H Jeffery (Secretary), Mrs G Page, Mr P Tarplee, Mr R Williams, Mrs M Williams, Mr P Youngs.

Management Committee: Miss E L Corke (Chairman), Mr D Calow (Secretary), Dr D Bird, Mr R Bryson, Mr M Edwards, Mr K D Graham, Mrs R Hughesdon, Miss A Monk, Mr A Sargent (Treasurer), 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 Crocker, Mr D Turner, Mr D W Williams.

Research Committee: Dr D Bird (Chairman), Mrs R Hooker (Secretary), Mr C Hayward (Treasurer), Mrs J Balchin, Mrs M Broomfield, 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 Crocker, Mrs M Day, Mrs A McCormack (Honorary *Surrey History* Editor), Dr G Moss, Mr J Pooley, Mr P Stevens.

Surrey Industrial History Group Committee: Professor A Crocker (President), Mr R Bryson (Chairman), Mr A Thomas (Secretary), Mr R Turier, Mr D Evans (Membership Secretary), Mrs G Crocker, Mr C Mann, Dr G P Moss, Mr J Spencer (*Newsletter* Editor), Mr P Tarplee, Mrs P Taylor, Mrs M Levett, Mr K Tythacott.

REPRESENTATION at 31 March 2012

Council for British Archaeology South East
 Council for British Archaeology London
 Standing Conference on Portable Antiquities
 SCC Historic Environment Group
 Southwark & Lambeth Archaeological Excavation
 Reigate & Banstead Archaeological Committee
 London Borough of Merton: Conservation Areas
 Surrey Museums Consultative Committee
 Archaeological Curators Group
 Woking Palace Consultative Council
 Surrey Hills Joint Advisory Committee
 Reigate Roman Kiln Trust

Mrs R J Hooker, P Youngs
 D Calow
 K D Graham
 D Calow, Miss E Corke
 Dr G P Moss
 Dr G P Moss, D J Turner, D W Williams
 D J Turner
 P Youngs
 K D Graham
 R Savage, Mrs P Savage
 Mrs S Corke
 P Youngs

Surrey Archaeological Society staff and working hours

ADMINISTRATIVE ASSISTANT: Mrs Emma Coburn
 Friday 9.30-12.45 1.15-4.30

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 1st Saturday in each month)

** (1st Saturday in the month or by appointment)

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 Cowland
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 RH4 2LL*

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

*Charles van der Lande
Folly Farm
South Holmwood
Dorking RH5 4NH*

Newdigate

*Mrs 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

*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 6NB

*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*
Ms J English
Flat 1
2 Rowland Road
Cranleigh GU6 8SW

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

Woking

Mr R & 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

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31ST MARCH 2012

Principal Activities

The principal activities of the Society during the year were as set out in the *Annual Report* of the Council.

Directors

The following served as directors during the year:-

Miss E L Corke, K D Graham, Miss A J Monk, A G Crocker, R F Muir, D J Turner, Dr G P Moss, Mrs A C Graham, P A Tarplee, Ms J English, Mrs G M Crocker, A C Sargent, Prof E C Fernie, Dr D G Bird, P E Youngs, J Cotton, A R Hall, R W Savage, D Calow, Ms S Hill, J Pile, Mrs R F Hughesdon, P Jones, J M Boulton, Mrs N Cowlard, Mrs P A Hulse, C J W Taylor, Mrs M E Broomfield, R A Bryson, Ms R Lambert, J Spencer, C J van der Lande, D W Williams, C Hayward, Mrs R J Hooker, Dr G C Lachelin, T Wilcock, P Balmer, R Brookman, Mrs A Lea, J Reading, Mrs P Savage, Dr D Taylor, Mrs J M Balchin, M A Edwards, Mrs I M Ellis, Dr C M F Ferguson, Mrs M Korndorffer and A V Norris.

At the AGM on 26th November 2011, Mrs J M Balchin, M A Edwards, Mrs I M Ellis, Dr C M F Ferguson, Mrs M Korndorffer and A V Norris were appointed as further directors, and J M Boulton, Mrs N Cowlard, Mrs P A Hulse and C J W Taylor resigned as directors on the termination of their four year term of office.

Investment Strategy

The Society is dependent upon its income from invested securities to supplement the subscriptions from members in order to maintain its charitable and general activities. The investment strategy seeks diversification to secure the required level of return without undue risk whilst enhancing where possible the capital growth of the portfolio. The investment strategy will continue to be subject to constant review with our investment managers.

Reserves Policy

The Society is almost totally dependent on its own income from subscriptions, investments, deposits etc to fund its core activities to which are added limited external grants when available. Its capital funds therefore need to be maintained and its expenditure year on year geared to available sources of income.

Risk Assessment

The Society's Council has adopted a risk assessment policy which seeks to identify the major risks to which the Society may be subject and which might affect the Society's ability to adequately achieve its objectives. Policies, procedures and systems to mitigate identified risks so far as is practical are in place to cover both business and financial risks, in particular to maintain membership, to ensure research and to monitor the activities of members engaged in the Society's activities.

Statement of Directors' Responsibilities

Law applicable to charities in England & Wales requires the directors/trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing financial statements giving a true and fair view, the directors/trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 charity will continue in business.

The directors/trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Acts. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

M G Beattie & Co Limited have indicated their willingness to act for the Society as Independent Examiners but, taking into account the Treasurer's decision not to seek re-election after forty-five years of service to the Society, the Council has recommended that Baker Tilley, an Independent Examiner with offices closer to the Society's office in Guildford, should be appointed. Baker Tilly have indicated their willingness to act for the Society as Independent Examiners and a resolution will be proposed at the next Annual General Meeting for their appointment.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

BY ORDER OF THE BOARD
D Calow, Company Secretary

14 September 2012

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

I report on the accounts of the charity for the year ended 31 March 2012, which are set out on pages 16-20.

Respective responsibilities of Trustees and examiner

As the charity's Trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts. This report is limited to the matters set out below.

Independent examiner's statement

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

- (a) which gives us reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 41 of the 1993 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting records of the 1993 Act have not been met, or
- (b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M G Beattie & Co Ltd

M G Beattie FCA
6 Main Avenue
Moor Park
Northwood HA6

Dated 5 October 2012

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2012

	<i>Notes</i>	<i>2012</i>		<i>2011</i>	
		£	£	£	£
INCOME FROM FIXED ASSET INVESTMENTS	2		75,152		73,767
OTHER OPERATING INCOME	3		<u>33,086</u>		<u>30,330</u>
			108,238		104,097
Operating expenses		102,175		102,132	
Publication expenses		<u>13,905</u>		<u>11,045</u>	
			<u>116,080</u>		<u>113,177</u>
OPERATING (DEFICIT)	4		(7,842)		(9,080)
Interest receivable			<u>45</u>		<u>219</u>
			(7,797)		(8,861)
EXTRAORDINARY RECEIPTS					
Tax recoveries from earlier years		9,470	-		
Provision for Publications written back		4,000			
			<u>13,470</u>		<u>-</u>
NET SURPLUS/(DEFICIT) FOR THE YEAR BEFORE INVESTMENT ASSET DISPOSALS			5,673		(8,861)
Net Realised (Losses) on investment asset disposals			<u>(3,164)</u>		<u>(11,492)</u>
TOTAL NET SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR			<u><u>2,509</u></u>		<u><u>(20,353)</u></u>

The notes form part of these financial statements

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
BALANCE SHEET AS AT 31st MARCH 2012

	<i>Notes</i>	<i>2012</i>		<i>2011</i>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	6		32,594		32,440
Investments at market value			<u>1,865,180</u>		<u>1,831,044</u>
			1,897,774		1,863,484
 CURRENT ASSETS					
Debtors	7	12,166		11,284	
Cash at bank and in hand		<u>69,569</u>		<u>57,074</u>	
		81,735		68,358	
 CREDITORS: Amounts falling due within one year	8			<u>72,112</u>	
 NET CURRENT ASSETS/(LIABILITIES)			<u>12,485</u>		<u>(3,754)</u>
 NET TOTAL ASSETS			<u><u>1,910,259</u></u>		<u><u>1,859,730</u></u>
 CAPITAL AND RESERVES	9				
Opening balance			1,859,730		1,813,129
Surplus/(Deficit) for the year			2,509		(20,353)
Net unrealised Gains on investments			<u>48,020</u>		<u>66,954</u>
			<u><u>1,910,259</u></u>		<u><u>1,859,730</u></u>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

Approved by the Council on 14 September 2012.

E L Corke, President

A C Sargent, Honorary Treasurer

The notes form part of these financial statements.

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2012

NOTE 1**ACCOUNTING POLICIES**

- a) The accounts have been prepared under the historical cost convention as modified by the revaluation of listed investments which are incorporated at market value each year.
- b) Exemption has been taken from preparing a cash flow statement (Financial Reporting Statement Number 1) on the grounds that the company qualifies as a small company.
- c) In accordance with previous practice, the balance sheet does not take account of the Society's exhibits and collections, and no depreciation is charged thereon.
- d) No depreciation is charged in respect of the Society's research material, maps and prints. Other tangible assets have been depreciated at rates calculated to write them off over their useful lives as follows:
Excavation and office equipment – 25% on reducing balance
Computer equipment – 25% on straight line
- e) These accounts do not recognise any value in respect of publications held for resale. Proceeds thereon are taken to credit as received.
- f) No provision for taxation arises on any surplus realised due to the Society's charitable status. Gift Aid is recognised as received.

NOTE 2**INCOME FROM FIXED ASSET INVESTMENTS**

This represents income excluding deposit interest received from the Society's investments as managed by Charles Stanley & Co. Ltd.

NOTE 3**OTHER OPERATING INCOME**

This is comprised of the following items:-

	<i>2012</i>	<i>2011</i>
	£	£
Subscriptions and Recoveries	22,060	22,582
Receipts from sales of publications	1,168	1,543
Bequest	5,000	–
Donations and sundry incomes	266	490
Lectures, Symposia and Events	1,132	1,248
Guildford Group surplus/(deficit)	302	(126)
Surrey Industrial History Group surplus	399	3,231
Plateau Group	N/A	–
Surrey Roman Studies Group surplus	759	412
Grants Received	<u>2,000</u>	<u>950</u>
	<u>33,086</u>	<u>30,330</u>

NOTE 4**OPERATING (DEFICIT)**

The operating (deficit) is stated after charging:-

	<i>2012</i>	<i>2011</i>
	£	£
Auditors/Examiners remuneration	3,400	7,300
Depreciation	<u>10,068</u>	<u>8,065</u>

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2012
(Continued)

NOTE 5**EMPLOYEE INFORMATION**

	2012	2011
	£	£
Staff Costs	23,847	23,418
Social Security Costs	1,017	1,314
	<u>24,864</u>	<u>24,732</u>

The average number of persons employed by the Society during the year were:

Direct Charitable	1	1
Administration	1	2
Council Members	41	42
	<u>43</u>	<u>45</u>

The Council members receive no remuneration for their services. Fees, travelling and other operating expenses incurred by and reimbursed to the Council members amounted to £5,200.

NOTE 6**TANGIBLE ASSETS**

	<i>Research Material Maps and Prints</i>	<i>Excavation Equipment</i>	<i>Other Equipment</i>	<i>Computer Equipment etc</i>	2011
Cost	£	£	£	£	£
At 1st April 2011	13,783	10,407	16,002	34,882	75,074
Additions	—	10,222	—	—	10,222
	<u>13,783</u>	<u>20,629</u>	<u>16,002</u>	<u>34,882</u>	<u>85,296</u>
At 31st March 2012	<u>13,783</u>	<u>20,629</u>	<u>16,002</u>	<u>34,882</u>	<u>85,296</u>
Depreciation					
At 1st April 2011	Nil	6,982	14,972	20,680	42,634
Charges for the year	—	3,412	258	6,398	10,068
	<u>Nil</u>	<u>10,394</u>	<u>15,230</u>	<u>27,078</u>	<u>52,702</u>
At 31st March 2012	<u>Nil</u>	<u>10,394</u>	<u>15,230</u>	<u>27,078</u>	<u>52,702</u>
Net Book Value					
At 31st March 2012	13,783	10,235	772	7,804	32,594
At 31st March 2011	13,783	3,425	1,030	14,202	32,440

RESEARCH MATERIAL, MAPS AND PRINTS

The value of the Society's research material, maps and prints has been retained in the balance sheet at the revaluation figure established in 1968, plus subsequent additions at cost. On the basis of a revaluation undertaken by members of the Society who were experts in their own particular fields, it is considered that the current value is in excess of £220,000.

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2012
(Continued)

NOTE 7**DEBTORS**

	2012	2011
	£	£
Investment Income	3,246	7,243
Other debtors	4,610	1,636
Prepayments	4,310	2,405
	<u>12,166</u>	<u>11,284</u>

NOTE 8**CREDITORS**

Amounts falling due within one year

	2012	2011
	£	£
Advance Grants received	9,167	8,417
Subscriptions received in advance	5,267	2,647
Grants	10,818	10,818
Collections and publications	8,241	12,240
Other creditors and accruals	35,757	37,990
	<u>69,250</u>	<u>72,112</u>

NOTE 9**MOVEMENTS IN CAPITAL AND RESERVES**

	<i>Bal @</i> 01/04/11	<i>(Deficit)/</i> <i>Surplus</i>	<i>Extraordinary</i> <i>Receipts</i>	<i>Net Investment</i> <i>Gains (Losses)</i>	<i>Total</i> <i>31/03/12</i>
	£	£	£	£	£
Surrey Archaeological Society	1,821,168	(9,252)	13,470	48,020 (3,164)	1,870,237
Group funds incorporated: -					
Surrey Industrial History Group	32,127	399			32,526
Haslemere Group	1,495	—			1,495
Guildford Group	966	302			1,268
Plateau Group	2,386	—			2,386
Surrey Roman Studies Group	1,588	759			2,347
Total	<u>1,859,730</u>	<u>(7,792)</u>	<u>13,470</u>	<u>48,020 (3,164)</u>	<u>1,910,259</u>

NOTE 10**COMMITMENTS AND CONTINGENT LIABILITIES***Capital Commitments*

The Society had no material capital commitments as at 31 March 2012.

Contingent Liabilities

The Society had no other material liabilities at 31 March 2012 which have not been provided for in these accounts.

NOTE 11**MEMBERS' GUARANTEE**

At 31 March 2012, the Company had 886 members (2011: 904). The Company is limited by guarantee of its members, each member bearing a maximum liability of one pound. A register of its members is available for inspection at the registered office.

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2012

	<i>2012</i>		<i>2011</i>	
	£	£	£	£
INCOME				
Subscriptions and Recoveries		22,060		22,582
Sale of publications		1,168		1,543
Bequests, donations and sundry incomes		5,266		490
Grants Received		2,000		950
Annual Events Net (Appendix 2)		1,132		1,248
Groups' surplus		1,460		3,517
		33,086		30,330
Investment income		75,152		73,767
Interest		45		219
		108,283		104,316
EXPENDITURE				
Salaries and professional expenses:-		29,488		29,253
Library		8,511		5,962
Office expenses		981		820
Premises and storage		8,031		12,234
Insurance		4,008		3,716
Printing, stationery and postage		3,353		3,353
Committee expenses		886		926
Subscriptions to allied societies		717		726
Miscellaneous		888		1,330
Removal Expenses		-		4,289
Examiners/Auditors Fees		3,400		7,300
Investment Fees		10,871		10,701
Computer and Website		4,603		2,655
Publicity		-		-
Trustee Indemnity		857		840
Legal Fees		-		654
		47,106		55,505
Excavation and Projects		4,013		2,236
Grants (Appendix I)		11,500		7,072
Publications		13,905		11,045
Depreciation		10,068		8,065
		116,080		113,177
(Deficit) before extraordinary receipts and investment asset disposals		(7,797)		(8,861)

This page does not form part of the statutory financial statements

SURREY ARCHAEOLOGICAL SOCIETY
A Company Limited by Guarantee
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2012

APPENDIX 1**Society Grants Paid and/or Approved:**

	£
Ewell Churchyard 2012	5,000
Medieval Sherd Reference Collection (Net)	750
Contribution to Guildford Scrap Books	2,000
Reading University Research Support	250
Analysis of Lawson Collection Upper Palaeolithic flints	<u>1,500</u>
	<u>9,500</u>

External Grants Received to be Disbursed:

SCC: Horsell Common bell barrow project	<u>2,000</u>
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11,500

Annual Events

	Receipts	Payments	Surplus/(Deficit)
	£	£	£
Lecture Series 2011	408	138	270
Annual Lecture 2011	1,067	1,232	(165)
SRF Conference	788	426	362
Medieval Studies Forum	204	106	98
Village Studies	174	142	32
SLHC: Autumn	511	275	236
SLHC: Spring	124	299	(175)
Research Symposium	<u>990</u>	<u>516</u>	<u>474</u>
	<u>4,266</u>	<u>3,134</u>	<u>1,132</u>

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NOTICES

Subscriptions are for the financial year and are due on 1 April. Subscriptions for 2012 are: Ordinary members: £25; associate members (living at the same address as an ordinary member): £2; full time student members (between 21 and 26): £12.50; junior members: £6; junior members living at the same address as an ordinary member: free; institutional members UK: £30; overseas: £40. 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 glad 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.

Excavations

Full details of forthcoming excavations are given in the *Bulletin* and on the Society's website. Members are trained in wide variety of skills including geophysics, surveying, drawing, finds processing as well as excavating, building recording and documentary research.

Surrey Record Society

The Surrey Record Society was founded in 1913 to publish editions of Surrey records. The subscription is £5 a year and further details may be obtained from the Hon Secretary, Surrey Record Society, Surrey History Centre, 130 Goldsworth Road, Woking GU21 6ND.

Archives

Surrey History Centre welcomes records relating to Surrey including manorial documents, estate and other accounts, title deeds, maps and plans, letters, family and business records and is pleased to accept them from owners or custodians, either as gifts or on deposit.

