



# SURREY ARCHAEOLOGICAL SOCIETY



*Test Pitting at Albury  
(photograph by Christine Pittman)*

## ANNUAL REPORT 2023-2024

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*Geophysics with the Young Archaeologists at Chertsey  
(photograph by Anne Sassin)*

## SURREY ARCHAEOLOGICAL SOCIETY

### TRUSTEES ANNUAL REPORT 2023-2024

The Trustees present their report and the financial statements of Surrey Archaeological Society for the year ended 31 March 2024.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### The Trustees of the charity and the Directors of the company:

**President:** Mr T Wilcock (resigned 6 April 2024)

R A Bryson (deceased 9 April 2024)

D M Calow (Secretary)

Mrs E Coburn

C B Coombe

Miss E Corke (Past President) from 25 November 2023

Mrs N Cowlard (Past President) to 25 November 2023

M A Edwards FCA (Treasurer)

K D Graham FSA (Past President)

Ms C Pittman (Librarian and Archivist)

**Vice-Presidents, Honorary Officers and Elected Members**, who are members of Council but, unless marked \*, are not Trustees/Directors:

##### Vice-Presidents:

Dr D G Bird BA, PhD, FSA (Past President)

J F Cotton, BA, MA, FSA

Mrs N Cowlard (Past President)

Miss E Corke\* (Past President)

Dr J English, MA, PhD, FSA

Mrs A C Graham

Mr K D Graham\* FSA (Past President)

Mrs R Hooker

Dr G P Moss, BSc, PhD, ARCS

##### Honorary Officers:

Librarian and Archivist: Ms C Pittman\*

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

Editor of *Surrey's Past* and the *e-Newsletter*: Dr A Sassin

##### Elected Members:

Retire 2024: Mr M Butcher, Mrs K French, Mrs H Jeffery, Mr J Peters, Mr M Rose, Mrs P Savage

Retire 2025: Dr M-J Dawson, Mrs M Sargent, Mr J Brown, Mr C Holland, Mr S Howard

Retire 2026: Dr G Duncan, Dr C Gummer, Mr P Hopkins, Mrs A Morrison, Mrs S Jenkinson

Retire 2027: Ms Samantha Boggia, Mr Chris Gibson, Ms Kayt Hawkins, Mr Peter McKee, Mrs Lyn Spencer, Mr David Wilkinson.

**Honorary Vice-Presidents**, who are not members of Council or Trustees/Directors, as at 31 March 2024:

Miss A J Monk (Past President)

J Boulton

Dr R A Christophers, MA, PhD

D C H Combe

Professor E C Fernie, CBE, FSA

A R Hall MA

A C Sargent BA, FCA

R W Savage MA, FSA

P A Tarplee

**REGISTERED OFFICE:** Research Centre, Hackhurst Lane, Abinger Hammer, Surrey RH5 6SE

Telephone: 01306 731275; e-mail: [info@surreyarchaeology.org.uk](mailto:info@surreyarchaeology.org.uk); web: [www.surreyarchaeology.org.uk](http://www.surreyarchaeology.org.uk)

**COMPANY REGISTRATION NO:** 01160052

**REGISTERED CHARITY NO:** 272098

**INDEPENDENT EXAMINER:** Kerry Gallagher, FCA, DChA of RSM UK Tax and Accounting Limited, Davidson House, Forbury Square, Reading, Berkshire RG1 3EU

**INVESTMENT MANAGER:** Charles Stanley & Co. Ltd, 1 Bishops Wharf, Walnut Tree Close, Guildford GU1 4UP

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Surrey Archaeological Society was inaugurated on 12 May 1854, incorporated as a company with limited liability on 23 January 1974 and registered as a charity on 13 February 1974. The governing document is the company's Articles of Association dated 18 November 2017 as amended by special resolution 6 November 2022. This is the 169th Annual Report of Surrey Archaeological Society and the 50th Annual Report of the incorporated Surrey Archaeological Society. The report and financial statements are for the period 1 April 2023 to 31 March 2024. The Society is governed by the Board of Trustees who are advised by the Council, which meets four times a year, and which includes the Trustees, Vice-Presidents and Honorary Officers each of whom is elected at the Annual General Meeting. The Council also includes up to twenty-four members of the Society, six of whom are normally elected at each Annual General Meeting to serve four years. From time to time, members are co-opted to the Council and people from local Heritage organisations are invited to attend.

The Society has Committees and Groups that report to the Council. The Society's investments are managed by an independent investment manager appointed by the Society and supervised by the Investment Committee within guidelines decided by the Trustees. The Research Committee guides research policy and, subject to annual budgets decided by the Trustees, and approvals decided by the Council for grants over £2,500, awards grants to the public and funding for members' projects. The Library and Archives Committee manages the Society's library, archives and artefacts, decides purchases and recommends disposals subject to review by the Council. The other committees and groups allow members to follow special interests. Each Committee and Group includes Trustees of the charity as ex-officio members.

### **Committee members as at 31 March 2024:**

*Library and Archives Committee:* Ms C Pittman (Chair), Dr M Alexander, T Clay, Miss E Corke, Mrs C Garrard (Surrey Heritage), Rose Hooker, Ms Helen Lynott (Secretary, from April 2024), Mrs A Morrison.

*Publications and Editorial Committee:* Dr G P Moss (Chair), Mrs A C Graham (Joint Honorary Editor), Ms S Hill (Joint Honorary Editor), J S Pile (Joint Honorary Editor), Mrs R Hooker (Secretary), R Briggs, Dr A Sassin, Ms L Collett (Illustrations Editor).

*Research Committee:* Miss E Corke (Chair), Dr D Bird, Mrs N Cowlard, Mrs I Ellis, Dr C Ferguson, K D Graham, Mrs R Hooker (Secretary), Dr G Moss, Ms C Pittman, Dr A Sassin, Mrs L Spencer. Non-voting members: Dr G Lachelin, Ms R Lambert, A Norris, Mrs P Taylor.

*Surrey Local History Committee:* Dr G P Moss (Chair), Mrs J Balchin, (Secretary), Dr M E Alexander, Mrs S Jenkinson, Dr J Pooley, Dr A Sassin, Mr P Stevens, Dr D C Taylor.

*Surrey Industrial History Group:* R A Bryson (Chair), H Anscombe (Secretary), J Bourne, S Dennison (Newsletter Editor), M Herbert, Dr G P Moss, Mrs P Taylor (Vice-Chair and Membership Secretary), M Watson (Information Officer).

*Outreach Committee:* Dr A Sassin (Chair), R Briggs, Mrs E Coburn, Miss E Corke, Mrs R Hooker, J Peters, Ms C Pittman, Mrs S Solarski, Mrs P Taylor.

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

Trustees/Directors and members of Council 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 Trustee and each new member of the Council receives an induction pack that sets out responsibilities and good practice, explains the policies of the Society and provides copies of previous 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. The main risks identified relate to not achieving a broad-based and diverse membership and a consequent shortage of active and experienced members. The risks are mitigated by developing the use of Social Media, increased training opportunities and appointing an Outreach Project Manager.

**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. This cover is included in the Society's general insurance and the cost is not available separately.

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

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

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

Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

**Independent Examiner**

Kerry Gallagher, FCA DChA of RSM UK Tax and Accounting Limited has indicated her willingness to continue in office.

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

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

**Surrey Archaeological Society staff**

Librarian: Ms Helen Lynott

09.45-13.00 and 13.30-16.15 on Monday and Tuesday

Outreach Project Manager: Dr Anne Sassin (18 hours per week)



**Representation on local committees at 31 March 2024:**

Council for British Archaeology South East	Mrs R J Hooker
Council for British Archaeology London	M Rose
Reigate Heath Management Committee	Mrs J Newell
Southwark and Lambeth Archaeological Excavation	Dr G P Moss
Standing Conference on Portable Antiquities	K D Graham
SCC Historic Environment Group	E Corke, D Calow
Surrey Hills Board (advisory member)	Dr A Sassin
Surrey Museums Partnership	D Calow

**Honorary Local Secretaries**

<i>Cobham, Oxshott &amp; Stoke D'Abernon</i> Dr D C Taylor	<i>Reigate, Redhill, Merstham &amp; Gatton</i> R L Ellaby
<i>Epsom &amp; Ewell</i> Mrs N A Cowlard	<i>Alfold, Cranleigh, Dunsfold, Ewhurst and Hascombe</i> Dr J English
<i>Albury, Chilworth, Shere &amp; St Martha</i> A V Norris	<i>Dockenfield, Farnham and Wrecclesham</i> K D Graham
<i>Ash, Normandy, Pirbright &amp; Worplesdon</i> R Wild	<i>Elstead, Frensham, Hale, Peper Harrow, Runfold, Thursley, Tilford, Witley</i> T Wilcock
<i>The Clandons, Effingham &amp; the Horsleys</i> Mrs A Vallis	<i>Hambledon</i> Miss A Monk
<i>Guildford, Artington, Burpham, Merrow, Peasmarsh, Puttenham, Seale &amp; Sands, Shalford, Stoke &amp; Stoughton, Tongham, Wanborough</i> D Calow	<i>Woking</i> Mr R and Mrs P Savage
<i>Abinger &amp; Wotton</i> Miss E Corke	<i>Croydon</i> C J W Taylor
<i>Ashted and Leatherhead</i> N Bond	<i>Kingston upon Thames</i> J F Cotton
<i>Dorking, Brockham, Mickleham, Milton, Westcott</i> F Pemberton	<i>Merton</i> Mrs R Turner
<i>Fetcham &amp; the Bookhams</i> P Stanley	<i>Richmond upon Thames</i> P Brown
<i>Banstead, Chipstead, Kingswood, Woodmansterne, Walton</i> C J W Taylor	<i>Sutton</i> M Rose
<i>Charlwood, Horley</i> Mrs R J Hooker	<i>Organising Secretary</i> Martin Rose

**Membership**

Subscriptions are for the financial year and are due on 1 April. Subscriptions for 2023-24: 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. An application form is available on the Society's website.

Members are asked to inform the Secretary of a change of address. Members are also asked to inform the 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 legacies and donations that 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 significant archaeological finds relating to Surrey.

### **Contributions for publications**

The Editors are pleased to consider articles, notes and reports for publication in the *Collections*, *Surrey History*, the *e-Newsletter*, *Surrey's Past*, *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.

## **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 train 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). This is available free of charge on the Society's website and provides a basis by which the Society's research and activity can be measured and expenditure allocated. This important project was developed with other key heritage organisations in Surrey. Local History conferences and meetings provide opportunities for members of local societies to extend their knowledge and demonstrate the results of their research. These events are publicised on the Society's website and in its regular *e-Newsletter* and in *Surrey's Past*.

The Society makes grants to members of the public and supports projects arranged by its members that contribute towards answering questions raised in the Research Framework. Grants up to and including £2,500 are decided by the Research Committee while grants over £2,500 are decided by the Council. Application forms are available on the Society's website and should be submitted to the secretary of the Research Committee. Applications are assessed on the basis of the relevance of the subject to the Research Framework and the probability that the project will be completed correctly, within the time agreed and, most importantly, that the results will be published. The Society is independent but has shared membership with local, regional and national Heritage organisations. Its local links are with Guildford Museum, Surrey History Centre, Surrey Historic Environment Group, Historic England and many Surrey based local history and archaeological societies and museums. Society members actively support regional groups of Industrial Archaeologists, the Council for British Archaeology as well as Societies in neighbouring counties. The Society maintains links with universities in the region with heritage departments.

### **Public benefit statement**

The main beneficiaries of the charity are those that participate in its activities designed to promote the study of archaeology and history and the main benefit provided to those beneficiaries is enhanced knowledge of the pre-history and history of the County of Surrey. The trustees' assessment of public benefit is based upon the level of participation in its activities and the interest shown by the public more generally in the work of the Society. The trustees have taken The Charity Commission's guidance on public benefit into consideration in preparing this public benefit statement.

It is with great sadness that the deaths of the following members are recorded: Peter Bailey, Robert (Bob) Bryson (Trustee), Martin Cole, Malcolm Lyne, Malcolm Panting, Martin Stead.

On 31 March 2024, the membership was (31 March 2023 figures in brackets): Honorary 3(2); Life 2(2); Ordinary 487(505); Associate 35(36); Junior 19(21); Student 4(5) and Institutional 86(91). Total 636(662).

## ACHIEVEMENTS AND PERFORMANCE

### Report from the Deputy Chair of the Society

The Society has run a full programme of conferences, publications, excavations, visits, training and events and I would like to thank all those who have worked to make this possible. Particular thanks are due to Rose Hooker, not just for her contribution this year but for all the conferences and other activities she has arranged for the Society. Rose has decided to step back from these events although she will still be on hand for moral support. John Peters must also be thanked for kindly taking on responsibility for slide projection, a vital ingredient of most successful conferences. Audrey Graham and her editorial team produced another first class volume of the *Collections* with articles from all periods from Mesolithic to the 18<sup>th</sup> century, Dr Gerry Moss has produced another fascinating volume of *Surrey History* while sales of *The Development of Timber Framing in Surrey's Old Buildings* by Rod Wild, Andy Moir and the team at the Surrey Domestic Buildings Research Group continued all year.

Dr Anne Sassin has done much for the Society this year. *Surrey's Past* and the *eNewsletter* have gone from strength to strength, the Surrey LiDAR Portal has become very popular with new discoveries emerging. The Outreach programme with test pitting at Albury, geophysics at many places across the county and the Society's own YouTube channel are great achievements that have given many people their first taste of archaeology. Anne cannot do everything herself and the more people who can volunteer to help her the more the Society can do.

The Society's flagship excavation at Cocks Farm Abinger had another successful year with one more Roman building discovered. For help behind the scenes, I must thank Mark Butcher for looking after the tools and tents.

The year has also seen important changes. Hannah Jeffery retired at the end of November after nearly 16 years with the Society. Hannah started as our Assistant Librarian in January 2008 and bravely took on the Administrator's role as well as the library in 2016. Learning new skills, Hannah kept both running with her friendly approach and conscientious work through the move from Castle Arch to Abinger and then right through Covid-19. This year she helped show Liz Hack how to take on the administration and introduced the replacement librarian to the role. We are very grateful to her for her support.

The year was marked by a decision by Guildford Borough Council, faced with significant financial problems, to reduce the size of their museum store by at least 40% when it is moved as part of a major redevelopment scheme. The consequence for the Society is that all the Society's archaeological artifacts on loan to the museum and currently housed in their Woking Road store, and potentially all the Society's local history items in the same store, must be removed from the museum by the end of March 2025. Those on display and in the Castle Arch strong-rooms will remain in the Museum's care, and we hope to continue the very longstanding cooperation between the Museum and the Society for years to come. Unfortunate as this move may be in the short term, the Society will take this opportunity to create its own archaeological archive for Surrey, carefully catalogued and freely available for research. New storage facilities will be built at Abinger and this, and re-cataloguing the material, will help Society members become more familiar with our archive and Surrey's history during the move and keep the Society closer to its collections in the future. I hope many members will want to join in this exciting enterprise.

Sadly, the year ended with two unrelated events that have been upsetting for many members. The Society's President, Tim Wilcock, emailed the trustees on 6 April 2024 to tender his resignation as President, trustee/director and as a member of the Society for personal and health reasons due to the unexpected pressure of his role. The trustees were very sad that he could not continue and regretfully accepted his resignation. They would like to record their appreciation of the considerable amount he has done for the Society over the 20 years since he joined and to thank him for his determination to complete some difficult projects. I, Emma Corke, Trustee, Past President and Vice-President, was appointed Deputy Chair of the Board of Trustees and Chair of Council until the 2024 AGM.

The trustees were further saddened to learn of the death of their colleague Robert (Bob) Bryson on April 9 2024 after a difficult illness. A Society member for nearly 20 years, Bob had been an energetic trustee of the



Society, chair of Surrey Industrial History Group, Council member and Investment Committee member. His steady hand and sense of humour are greatly missed.

The consequences of these two sudden losses, and the further loss of three trustees who will be standing down at the 2024 AGM at the end of their permitted terms of office, mean that the Society's Trustee Board will be significantly different at the end of 2024 from the beginning of the year. I am sure your new team will be as willing to protect and develop the Society as others have been.

### **Library and Archives Committee**

The Library and Archives Committee held two Zoom meetings and one hybrid meeting over the 12 month period. The Committee works with the Librarian to support the library services, to encourage new sources of information and the better use of existing resources, and to discuss all matters concerning the Abinger Research Centre.

Our new librarian, Helen Lynott, joined us in April 2024 replacing Hannah Jeffery who retired in November after nearly 16 years as the Society's librarian. Marie Hounscome had joined us to take over from Hannah prior to Hannah's departure but left in April when unexpectedly offered another position much better suited to her personal circumstances.

At the hybrid committee meeting, those present in the library were able to admire the recently arrived journal collection, while Zoom participants were shown the library on screen. De-accessioned journals were re-homed after being advertised to members. The library settled into a new pattern of Monday and Tuesday opening, 10am to 4pm, appointments by phone or email preferred. Further work continued on re-arranging the collections in the library, with a new book and journal display installed at the entrance to the research room, and shelf labelling for both the journals in the research room and the books in the Margary Room. The librarian's desk was moved into the main area, leaving a quiet study space in the library proper. A new pc and printer were then installed, and a small team of research assistants was recruited to plan the next stages of the library's development. Work started on weeding the book collection, with older, out of date or irrelevant titles being considered for recycling, and some items being re-classified to more appropriate subject areas. The aim was to make room on the library shelves for the new items, to check cataloguing, and to review subject areas which might need updating. A start was also made on the Surrey newsletter collection, which had been moved from the research room to an outside store, checking that titles were still relevant, seeing if any were now available online, and adding holdings to the catalogue. We are actively seeking more volunteers to spend a few hours a week helping with these projects. A new cleaning company was appointed for Abinger Research Centre - the first visit, a thorough spring clean, taking place on 2 April, with regular 4-weekly visits following on from 30 April.

Digitisation of the Society's collection of Hassell paintings and engravings was completed by Surrey History Centre to a very high standard, and they were then added to the Society's website, in preparation for a publication by the Surrey Record Society. Enquiries have recently been received for archive items held in the Surrey History Centre - it's good to know that these resources are being used.

### **Library Statistics**

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Items added	75	63	55	44	76
Items withdrawn	5	798	369	530	201
Journals and newsletters added to stock	n/a	511	468	401	347
Numbers of loans	244	69	183	160	148
Inter-library loans	4	6	10	13	3
Library visits by members	104	24	97	86	89
Library visits by non-members	19	0	0	8	24
Remote research enquiries from members	42	76	48	39	40
Remote research enquiries from non-members	36	44	37	40	55

Peter Youngs retired from the Committee, and we would like to thank him for his years of service to the Library, and his support of its aims. Rose Hooker joined the committee, in appreciation of her several years as a volunteer. The Committee would also like to thank the following donors for the generous gift of material to the library during the year: Alan Bott, Susie Campbell, Domestic Buildings Research Group (Surrey), Effingham Local History Group, Adrian Hall, Samantha Johnson, Medieval Pottery Study Group, Merton Historical Society, Old Godhelmian Association, Derek Renn, South Oxfordshire Archaeology Group, Lyn Spencer, Surrey Record Society.

### **Outreach Committee**

The Outreach Committee has continued another successful year in its role of overseeing all of the Society's outreach outputs, to include website and social media platforms, outreach publications, education and training resources, promotional material, outreach events and activities, and community fieldwork and research projects.

The Surrey LiDAR Portal has continued to receive high levels of interaction and interest, with the long-awaited full 1m coverage for the county, including historic Surrey, made available in the autumn as an addition to the pre-existing high resolution (0.25m and 0.5m) datasets. This has resulted in 650 registrants and over 675 citizen records being digitised to date. Four days of groundtruthing training took place in March and April at Holmwood Common and Leith Hill, with six volunteers successfully being trained in how to use the digital field recorder. Online training sessions have continued to be offered, with five public talks on the Portal and LiDAR in Surrey given throughout the year.

Over the course of the past year, several geophysical projects incorporating training took place, many utilising both of the Society's TAR-3 Frobisher electrical resistance meters. This included a week and a half of survey at Albury Park, three days at West Horsley Place and eight days at Pendell Court, Bletchingley, with approximately 20 volunteers trained in the use of the equipment. In November, a geophysics exercise with the Society's Frobishers was also run for the Chertsey YACs at Ankerwycke, working alongside the National Trust Archaeology team.

Three weeks in total of community test pitting took place at Albury Park between June and September, which included an open day in September to coincide with the Heritage Open Days. This was spread across 18 test pits and incorporated 28 individual volunteers. The results have provided a good initial overview of the site's development and relationship to historic features within the parkland, including activity along the line of the former road to Shere and Dog Kennel Lane. In addition to medieval pottery and 14th-century jetons, an artefact of note includes a late medieval enamelled heraldic mount of the Beauchamps, potentially once decoration for a harness or carriage.

Three adult education courses were run at the Guildford Institute over the course of the past year, taking in over 40 students in total. This included a five-week Introduction to Archaeology course in May and an Archaeology of Surrey course in the autumn, which due to high demand, was repeated in the winter term. The Society's multi-period archaeology of Surrey leaflets continue to be a popular educational output, with Guildford, Spelthorne and Egham museums requesting additional copies to display. Members of the Society also supported an innovative archaeology and choreography pilot project at Holmbury Hillfort.

The Society continues to work on its social media engagement. Currently the SyAS Facebook page has 1,144 followers, Twitter 1,074 followers, and the SyAS YouTube channel has 96 subscribers. The number of Society members who do not have registered email addresses is now only c15% so that the vast majority of the membership can now receive both the monthly e-newsletter and digital publications of *Surrey's Past*.

### **Publications and Editorial Committee**

The Committee oversees the publication of the Society's journals – *Surrey Archaeological Collections*, *Surrey History* and *Surrey's Past*. The Committee has 'met' four times by email.

Volume **105** of the *Collections* was published in October 2023 and volume **22** of *Surrey History* was also published in October. Three issues of *Surrey's Past* were published and a monthly e-newsletter circulated by

email. The printer of *Surrey Archaeological Collections* has informed us that they will cease business this year. Our plan for the next volume is for it to be printed by Frabjous Books.

Over the last year sales of publications have totalled £2,570.57 (excluding postage). This included *Folklore of Surrey*, *Bargate the stone that built Godalming*, and many copies of *The Development of Timber Framing in Surrey's Old Buildings*. The Society is still looking for someone to supervise hand delivery of the *Collections*. Postage costs about £3,000 per volume. The work involves about once a year being involved in the delivery of the volumes, dividing into batches for hand delivery by volunteers and organising their distribution.

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

### **Research Committee**

The Research Committee is responsible for the grants and allocations given by the Society (Grants are awarded to external projects and organisations, allocations to Society ones). The Committee decides if and how much should be given, and then ensures that the project has fulfilled the terms of the grant or allocation. Committee members represent the other Committees and Groups so that all aspects of the Society's interests are covered. As for most committees, all meetings were held on Zoom. The same was true for SHERF 23, which was on the topic *Pills, Potions and Poisons*. Subjects ranged in date from Roman to twentieth-century medical practice and from folk remedies to the most advanced research of its day.

The Research Symposium was held on 9 March 2024, for the first time at East Horsley Village Hall. As usual there was a very varied series of talks, chaired by Emma Corke and Rob Briggs. A full hall heard as usual about archaeological discoveries around the county and documentary research and also less usually about Gertrude Jekyll's house (Munstead Wood) and the filming of *The Dig*. The Margary Award was won by Chris Gibson's Road Group for their enthusiastic and painstaking work near Ewhurst, while Spelthorne Museum's excellent display was runner-up. It was recognised that the new-form Award needs to be tweaked to enable symposium attendees to appreciate the online entries.

This very successful symposium was the last to be organised by the Committee's Secretary, Rose Hooker. The Committee thanks her for her many years of hard and successful work. Sylvia Solarski and Ann Morrison are taking over the symposium planning. The 2025 Symposium will again be at East Horsley Hall.

A grant was given to Dr Michael Shapland for a report on the cave at St Catherine's Hill (Guildford). Allocations were made for excavations at Cocks Farm Abinger (CFA), for C14 dating of CFA finds and for drawing some CFA pottery.

### **Surrey Industrial History Group**

In terms of events the year has been a quiet one, the main activity has been the series of talks given by enthusiasts on Industrial History subjects. These have included a range of varied topics, and have been held via Zoom. This has enabled us to invite speakers from more distant venues, and has attracted a wider audience as well. The talks have been popular, and it is envisioned that a series will be held in the coming Autumn. The group realises that it is desirable to hold in-person events and that it should aim to provide a wider range of activities, and is actively searching for people to get involved with this.

We were aware, as the year progressed, that the health of our Chairman, Robert Bryson was deteriorating, and Bob died on 9 April, right at the end of this period. His death has affected members not only on a personal level, many of us had known Bob as a friend for many years, but also in a practical way too. Bob had undertaken most of the work of organising SIHG activities for many years, and so the committee is working to maintain these. For us to increase our activities we will be looking for active members who can carry this forward.

### **Surrey Local History Committee**

Surrey Local History Committee organizes two symposia a year. A successful autumn meeting was held on *Maps and Local History*. Apart from traditional maps it included mapping by Lidar, World War two bomb maps and the over-layering shown by *Layers of London*. A planned Spring meeting was abandoned due to lack of time to change the topic and organize it. The original proposed subject was *Surrey Eccentrics* but too few suggested

speakers were identified to make a full day meeting. An autumn meeting on *Medieval Surrey* is planned for 12 October. It will be joint with the Medieval Studies Forum.

The Committee has welcomed Sally Jenkinson and Dr Mary Alexander to the committee. Sadly we had to accept the resignation of Dr Catherine Ferguson.

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

The Artefacts and Archives Research Group encompasses a Roman Pottery group, a Medieval Pottery group, a Lithics group and a Thursday group that examines various finds.

The Roman Pottery group meets at West Horsley Village Hall every week on a Wednesday evening. During the past year, the group have been finishing the analysis of the huge quantity of pottery from the Hatch Furlong excavation that took place in Ewell in 2006-2009. The group are now checking the results and producing a final list of finds ready for the preparation of a pottery report, which will form part of the final report on Hatch Furlong. The group also examined the finds from Albury Park. Future work will involve examining the archived collections from the Woking Road store, particularly those without pottery reports. Anyone interested in joining the group can contact Lyn Spencer (lyn-spencer16@sky.com).

The Medieval Pottery group meets at Abinger Research Centre on alternate Sundays, taking it in turn with the Lithics group. The group examined and catalogued pottery from a large number of sites with varying intended outcomes. Some of these sites included the pottery from Surrey Heath Archaeological and Heritage Trust, which we reviewed in order to deal with some of the unpublished sites left by the late Geoff Cole. This included the King's Arms, Bagshot, a site that produced a large amount of 18th – 20th century pottery, but also a small assemblage of medieval wares. Two short articles were accepted for publication in *Medieval Ceramics*: one on a single, but very rare, sherd from a mercury pot, and the second, a sherd from a shield pot. Other pottery from Albury Park and from field walking in Cranleigh was examined. We also brought the identification of pottery from a site in Reigate investigated by the late David Williams up to date. Work on a very large collection of Romano-British and medieval pottery made by Robin Tanner, from field-walking many sites around Outwood, formed the basis of a paper accepted for publication in the *Collections*. We have undertaken to add quantification to a pottery report written by the late Steve Nelson on the moated site of Guildford Park Manor excavated by the late Professor Alan Crocker and have also taken delivery of finds from at least one site excavated by the Guildford Group of SyAS in the 1970s. The group is actively looking for new members, please contact Judie English (judie.english@btopenworld.com).

The new Lithics group's monthly meetings are held on alternate Sunday mornings at the Abinger Research Centre. Activities have included training on a chronological type series, practical flint knapping and recording of lithic assemblages. During the last year, the group recorded flints from several sites. Lithic examples provided by Chris Taylor and group members were examined to learn more about the technologies involved in making the tools. Anyone interested in joining the group can contact Sylvia Solarski (sylviasolarski@aol.co.uk).

Thursday AARG meets every Thursday 10am-3pm (except during the excavation season) at the Research Centre. Every type of artefact is identified though primarily non-pottery (ceramic building material (CBM), stone, metal, glass, bone etc) of all periods. Samples are floated and analysed. Finds from current and also earlier sites are recorded: the resulting spreadsheets and photographs are then used to produce reports. New members are welcome: training is given.

All the Cocks Farm Abinger (CFA) 2023 finds with the exception of the environmental samples have now been analysed and the conclusions put onto spreadsheets. This includes: wet sieving of the environmental samples, identification, quantifying and discard of non-diagnostic finds of pottery, CBM and stone. The same was done for flints by the Reigate flint group, to whom many thanks. The discards will be reburied on site this summer. We welcomed a new regular member, Lucia Laurent, who has become a highly proficient identifier of box flues, tegulae and imbrices. She and Steve Dobinson have nearly completed the reassessment of all of the Ashted Roman Villa and tile works CBM from all three campaigns of excavation (1924-9, 1963-5, 2006-13). Steve and Emma Corke have also been working on this material at the Woking Road Depot Stores (Guildford Museum). Leatherhead District Local History Society have kindly loaned their material for this process. Results have been illuminating and will be included in Dr David Bird's Ashted report.

Members of the Reigate flint group joined the group while they discarded flints from Weston Wood Albury. Numbers and personnel vary according to what is being done, but Nikki Cowlard, Emma Corke, Steve Dobinson and Lucia Laurent are constants.

### **Medieval Studies Forum**

The Medieval Studies Forum had a rather quiet 12 months compared to previous years. This was due in part to its Chair, Rob Briggs, taking five months out to go travelling in the middle of 2023, and venturing away again on honeymoon to the other side of the world for several weeks at the start of 2024. Nonetheless, the Forum still held a visit to West Horsley Place in late September, an online lecture and AGM in mid-November, and a members' day at East Horsley Village Hall in early December.

In late September a visit to West Horsley Place was organized that involved a tour by one of the in-house guides, who shared his wide-ranging knowledge of the stories associated with the property. As an additional attraction those attending enjoyed contributions from Martin Higgins on the results of his recent research into the fabric of the medieval and later building.

This year's AGM was once again held online using Zoom, and was preceded by a presentation given by Prof Gabor Thomas on the Reading University excavations he has directed at Cookham in Berkshire, investigating an early medieval monastic site which may have had affinities with the minster at Chertsey and perhaps others that are on early record elsewhere in Surrey.

The members' day saw six short presentations being delivered in the space of three hours. Reflecting the broad interests of the Forum, attendees heard about everything from manorial records to pottery scatters to the plan of the medieval city of Salisbury. Proceedings were given a suitably festive flavour with mince pies and mulled wine being served.

This year the Forum also inched closer to its ambition to have all of its Newsletters (issued between 2007 and 2021) made available through the Society's website.

The composition of the Forum's committee remained consistent throughout the year. Robert Briggs (Chairperson), Dr Mary Alexander, Pamela Savage (Treasurer and Secretary (Membership)), Dr Peter Balmer, Sally Jenkinson, Dr Anne Sassini, and Lyn Spencer.

The total membership of the Forum has remained steady at around 90 people.

### **Prehistoric Group**

The Prehistoric Group aims to support and inform any members with an interest in prehistory, a period which covers thousands of years from the Palaeolithic to the Iron Age. This means that there are many distinct research areas for individual interests which the group tries to encourage. Contact with interested members is maintained by PG News sent by email on a weekly basis with links to archaeological news and research papers.

From April 2023 to April 2024 some members of the group continued to catalogue the Rankine Collection of mainly Mesolithic implements held in Farnham Museum. This catalogue is now being checked and finalised before depositing with the Museum and a lecture on this work will be forthcoming. Attention has now turned to more boxes of Palaeolithic axe-heads in the museum collected by a number of antiquarians in the late 19th and early 20th centuries. These will add to the large number previously catalogued by the group.

The Reigate lithics group continued to work on the lithics from the Abinger excavation of 2023 and has completed work on the large collection of lithic artefacts from the 1960s excavation at Weston Wood. It is hoped that the Weston Wood collection can now be analysed for a paper for the *Collections*. The Reigate team is now beginning to work on a large private collection of some significance due to it being located in a small, well defined area of the Weald.

While work on lithics cataloguing continues throughout the year other activities are usually scheduled to avoid Society fieldwork dates. These can include study days and occasional Zoom lectures as well as 'group' visits to sites and exhibitions.

A study day on early prehistoric pottery took place in October and tutored by Anna Doherty of ASE. This was to be followed by a day school on later prehistoric pottery in 2024. Dr Matt Pope (UCL) then gave a Zoom lecture in November on cross-Channel Neanderthal evidence. More talks will take place in future as speakers become available.

### **Roman Studies Group**

The Roman Studies Group concerns itself with all aspects of Roman activity in Surrey and over its borders. It organises excavations, a biennial conference in late spring, a monthly series of talks during the winter, visits to notable Roman sites and current excavations, training and workshops. It has sub-groups for Rural Settlement, Coins, and Roads. Membership of the Group is free and open to all Society members who should contact the Secretary to join.

The conference *Shining a Light on the disposal of the dead in Roman South-East England* took place on 21 May 2023 at the Ashted Peace Memorial Hall and was later repeated (with some alterations of speakers) at Lewes and online on 23 March 2024. The enthusiastic and well-informed audiences numbered not far short of 250. Thanks to Dr David Rudling for organising these very successful events which were a collaboration between RSG and the Sussex School of Archaeology and History. Publication of the conference talks is planned.

The winter talk season was again on Zoom and began with David Calow on *Flexford and Godstone - two coin-rich Roman rural settlement sites in SE England*; November's talk was by Professor Tony King on *Meonstoke – temple or villa?*, followed by David Calow on Roman roads, including the recent work by Chris Gibson's group, then Dr Tim Young on *Iron ores in Surrey and the South-East*, Emma Corke on *Cocks Farm Abinger excavations 2023* and finally Dr Phil Smither on *Reinterpreting Richborough*. Visits (expertly organised by John Felton) to Chichester, Stanchester and Crofton were much enjoyed by participants. Dr George Duncan is leading a new group studying Surrey Roman coins.

Excavations at Cocks Farm Abinger (CFA) were for five weeks (the longest ever). T33 found a six-roomed early Romano-British building (very probably a proto-villa) overlying three Late Bronze Age pits. To the south were fenced working and quarrying areas and an RB ploughed field. T34 further west found a many-phased ditch crossing. The 2024 season is expected to see the last full-scale excavations. The Ewhurst road group led by Chris Gibson found another part of Margary road 151 at Sayer's Croft and had very interesting results at Rapsley Roman Villa. Post-excavation work has progressed well on many projects. CFA first post-ex is up to date. During the excavation CFA 95-97 CBM was re-recorded and the majority reburied on site: this exercise will be repeated. The Cocks Farm lime kiln approaches publication, as does the Reigate (Rosehill) kiln. Other RB post-excavation work undertaken by members is reported in the AARG report.

Committee members: Emma Corke (chairman), Nikki Cowlard (Secretary), David Calow (Treasurer), Dr George Duncan (Coins), John Felton (Visits), Dr David Bird, Kathy French, David Graham, Gillian Lachelin, Dr David Rudling, Lyn Spencer, Tim Wilcock (to March 2024).

### **Scheduled Monument Monitors**

Historic England relies on local volunteer monitors to report regularly on the condition of accessible Scheduled Monuments in the modern County of Surrey. There are 165 scheduled monuments in total although several are on private land or not safe to visit. Martin Rose coordinates the monitors, thereby combining this with coordinating Honorary Local Secretaries. Some 70 sites have had written reports and photographs sent to Historic England and the HER in the last 3 years. A further 15 have been monitored but not in the last 3 years. There are about 20 monitors at present, about 5 less than a year ago so we would welcome more volunteers to take 'ownership' of a monument.

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

Total income for the year amounted to £136,804 (2022-23: £132,254), total expenditure was £141,129 (2022-23: £127,993) and net gains on investments were £73,362 (2022-23 net losses £219,050), resulting in an overall net surplus for the year of £69,037 (2022-23 net deficit £214,789). Income predominantly comprises unrestricted investment income generated from the Society's investment portfolio managed by Charles Stanley & Co Ltd. Most expenditure is incurred directly on the Society's charitable activities, including running the research library, organising conferences and lectures, and carrying out archaeological excavations. All these



activities are available to both members and non-members of the Society. In addition, the Society also makes grants available to third parties for research and 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 and Plateau Group, along with the Anniversary Appeal Fund, and the Pauline Hulse Bequest Fund, should be Restricted Funds and have been accounted for accordingly.

### **Reserves Policy**

The Society's principal source of annual unrestricted income continues to be investment income received from the Society's investments portfolio. While annual and regular donations under Gift Aid are an important additional source of funds for the Society, the trustees want to avoid reliance on voluntary income to supplement the annual budget. Accordingly, the Society's reserves held in the form of an investment portfolio have a vital role to play in the on-going funding of charitable activities. The Trustees set an income target annually at a realistically sufficient level in the opinion of the investment advisors to support the annual budget approved by the trustees. The trustees believe the combination of investment income and voluntary income will be sufficient to enable the Society to fulfil its charitable objectives in the near future.

Total Society funds at 31 March 2024 were £2,589,565 (2023: £2,520,528), including restricted funds of £64,308 (2023: £64,304). Amounts used to fund tangible and heritage assets totalled £236,395 (2023: £236,992). Therefore, the Society's free reserves as at 31 March 2024 were £2,288,862 (31 March 2023: £2,219,232).

### **Investment Strategy**

Because the Society is dependent upon income from its investment 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 Society's investment managers on appropriate investments that 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 Society's investment committee that meets quarterly with the Society's investment managers and receives quarterly reports on the investment portfolio. Overall, the Trustees are satisfied with the performance of the Society's investments.

### **PLANS FOR FUTURE PERIODS**

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

The medium-term aim is to increase the quantity, quality and accessibility of the Society's research. The Society is increasing the amount of the Society's documents that are digitised and freely available on the Society's website. New equipment has been purchased and members trained in its use so that excavations can be carefully targeted and precisely located and new discoveries made. New methods and partners are developed so that more people can get involved. Closer links with neighbouring universities will help members improve their skills and enable their students to work on Surrey sites.

### **FUNDS HELD AS CUSTODIAN**

The Society maintains some restricted funds given for a particular purpose by donors and fund-raisers and occasionally holds modest amounts as custodian for small heritage groups without their own bank accounts.

This report was approved by the Trustees and Directors on September 24 2024 and signed on their behalf by

D M Calow, **Hon Secretary**

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

I report to the Trustees on my examination of the financial statements of Surrey Archaeological Society (the charitable company) for the year ended 31 March 2024, which are set out on pages 16 to 31.

### **Responsibilities and basis of report**

As the Trustees of the charitable company (and also its Directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charitable company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair view' and my report is limited to those specific matters set out in the independent examiner's statement.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me reasonable cause to believe that in any material respect:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102).

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

Signed: Kerry Gallagher

Date: September 25 2024.

Name: Kerry Gallagher, FCA DChA

Name of applicable listed body: The Institute of Chartered Accountants in England and Wales

Relevant professional qualification or membership of professional body: Chartered Accountant

On behalf of RSM UK TAX AND ACCOUNTING LIMITED

Chartered Accountants

Davidson House, Forbury Square, Reading, Berkshire RG1 3EU

**SURREY ARCHAEOLOGICAL SOCIETY**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income and Expenditure Account)**  
**for the year ended 31 March 2024**

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b>Income from:</b>					
Donations and legacies	2	30,544	1,906	32,450	26,023
Charitable activities	3	9,306	1,870	11,176	10,859
Investments	4	92,603	575	93,178	95,372
<b>Total</b>		<b>132,453</b>	<b>4,351</b>	<b>136,804</b>	<b>132,254</b>
<b>Expenditure on:</b>					
Raising funds		(16,094)	-	(16,094)	(16,202)
Charitable activities	5	(119,755)	(5,280)	(125,035)	(111,791)
<b>Total</b>		<b>(135,849)</b>	<b>(5,280)</b>	<b>(141,129)</b>	<b>(127,993)</b>
Net gains/(losses) on investments	10	72,429	933	73,362	(219,050)
<b>Net income/(expenditure)</b>		<b>69,033</b>	<b>4</b>	<b>69,037</b>	<b>(214,789)</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>69,033</b>	<b>4</b>	<b>69,037</b>	<b>(214,789)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward at 1 April 2023		2,456,224	64,304	2,520,528	2,735,317
<b>Total funds carried forward at 31 March 2024</b>	<b>15</b>	<b>2,525,257</b>	<b>64,308</b>	<b>2,589,565</b>	<b>2,520,528</b>
		=====		=====	=====

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**SURREY ARCHAEOLOGICAL SOCIETY**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(including Income and Expenditure Account)**  
**for the year ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>					
Donations and legacies	2	23,369	2,654	26,023	46,548
Charitable activities	3	9,826	1,033	10,859	13,624
Investments	4	94,695	677	95,372	104,404
<b>Total</b>		<b>127,890</b>	<b>4,364</b>	<b>132,254</b>	<b>164,576</b>
<b>Expenditure on:</b>					
Raising funds		(16,202)	-	(16,202)	(16,650)
Charitable activities	5	(107,604)	(4,187)	(111,791)	(134,584)
<b>Total</b>		<b>(123,806)</b>	<b>(4,187)</b>	<b>(127,993)</b>	<b>(151,234)</b>
Net (losses)/gains on investments	10	(217,500)	(1,550)	(219,050)	111,763
<b>Net (expenditure)/income</b>		<b>(213,416)</b>	<b>(1,373)</b>	<b>(214,789)</b>	<b>125,105</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(213,416)</b>	<b>(1,373)</b>	<b>(214,789)</b>	<b>125,105</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward at 1 April 2022		2,669,640	65,677	2,735,317	2,610,212
<b>Total funds carried forward at 31 March 2023</b>	<b>15</b>	<b>2,456,224</b>	<b>64,304</b>	<b>2,520,528</b>	<b>2,735,317</b>
		=====		=====	=====

# SURREY ARCHAEOLOGICAL SOCIETY

## BALANCE SHEET as at 31 March 2024

Company Registration Number: 01160052

	Notes	2024 £	2023 £
<b>Fixed assets:</b>			
Tangible assets	8	1,395	1,992
Heritage assets	9	235,000	235,000
Investments	10	2,249,541	2,118,494
		<u>2,485,936</u>	<u>2,355,486</u>
<b>Current assets:</b>			
Debtors	11	20,192	17,744
Cash at bank		115,133	172,336
		<u>135,325</u>	<u>190,080</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	12	(31,696)	(25,038)
<b>Net current assets</b>		<u>103,629</u>	<u>165,042</u>
<b>Total assets less current liabilities and total net assets</b>		<u>2,589,565</u> =====	<u>2,520,528</u> =====
<b>The funds of the charity:</b>			
Restricted income funds	15	64,308	64,304
Unrestricted funds	15	2,525,257	2,456,224
<b>Total charity funds</b>	16	<u>2,589,565</u> =====	<u>2,520,528</u> =====

For the year ended 31 March 2024, 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; and
- The Trustees and Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 16 to 31 were approved by the Trustees and Directors and authorised for issue on September 24 2024, and are signed on their behalf by

Emma Corke, **Deputy Chair of Board of Trustees**

M A Edwards FCA, **Treasurer**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2024**

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**1. ACCOUNTING POLICIES**

**Company information**

Surrey Archaeological Society (the charitable company) is a private company limited by guarantee incorporated in England and Wales. The registered office and principal place of business is at The Research Centre, Hackhurst Lane, Abinger Hammer, Dorking, Surrey RH5 6SE.

The charitable company's principal activities are disclosed in the Trustees' Annual Report.

**Basis of accounting**

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and under the historical cost convention, except as modified for the annual revaluation of fixed asset investments.

Within the definitions of FRS 102, the charity is a public benefit entity.

The financial statements have been prepared in accordance with the accounting policies set out in more detail below and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association of the charitable company, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**Going concern**

The Trustees and Directors have a reasonable expectation that the charitable company will continue in operational existence for the foreseeable future and be able to meet all of its financial obligations as they fall due for a period of at least twelve months from the date of approval of these financial statements. Accordingly, the Trustees and Directors consider it is appropriate for the financial statements to be prepared on the going concern basis.

The financial statements do not include any adjustments that would result should the going concern basis of preparation not be appropriate. In the event that this basis is not appropriate provisions may be required and assets may need to be written down to their recoverable amount.

**Income**

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

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

All other types of income are also accounted for on a receivable basis and recognised in the statement of financial activities when earned by the charitable company.



**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

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1. **ACCOUNTING POLICIES (Continued)**

**Expenditure**

Expenditure is allocated directly to the charitable company's principal activities or is recognised as governance or investment management costs.

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

**Publications**

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

**Tangible fixed assets**

All tangible assets purchased that have a cost that exceeds £2,000 and an expected useful economic life that exceeds one year are capitalised and classified as fixed assets. Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:

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

**Heritage assets**

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

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

**Investments**

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

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

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1. **ACCOUNTING POLICIES (Continued)**

**Leased assets and obligations**

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

**Financial instruments**

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments are therefore classified and accounted for according to the substance of the contractual arrangement as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its liabilities.

**Financial assets and liabilities**

The charitable company's debtors and creditors that meet the definition of either a financial asset or a financial liability are initially recognised at the transaction value and thereafter are stated at amortised cost using the effective interest method.

**Fund accounting**

The general fund comprises the accumulated surpluses of unrestricted income over expenditure, 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 and Directors. The use of designated funds remains at the discretion of the Trustees and Directors.

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.

*Lunch at Cocks Farm Abinger  
(photo by Christine Pittman)*



**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

2.	<b>DONATIONS AND LEGACIES</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
	Members' donations	15,856	1,507	17,363	19,664
	Other donations, bequests and grants	12,123	274	12,397	3,447
	Tax recoverable	2,565	125	2,690	2,912
		30,544	1,906	32,450	26,023
		=====		=====	=====
3.	<b>INCOME FROM CHARITABLE ACTIVITIES</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
	SRF Conference	200	-	200	200
	Research Symposium	1,118	-	1,118	1,006
	Other events	1,282	1,745	3,027	1,620
	Publications	6,523	125	6,648	7,957
	Other income	183	-	183	76
		9,306	1,870	11,176	10,859
		=====		=====	=====
4.	<b>INVESTMENTS</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
	Investment portfolio	91,615	-	91,615	94,455
	Interest	988	-	988	244
	COIF Unit Trust income	-	575	575	673
		92,603	575	93,178	95,372
		=====		=====	=====

**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

5.	<b>EXPENDITURE ON CHARITABLE ACTIVITIES</b>	<b>Unrestricted funds</b> £	<b>Restricted funds</b> £	<b>Total 2024</b> £	<b>Total 2023</b> £
	Direct costs:				
	Excavation costs	5,991	-	5,991	2,909
	Tools and equipment under £1,000	597	-	597	220
	Research Symposium	286	-	286	1,713
	Other events	1,499	2,249	3,748	2,491
	Surrey's Past and other publication costs	18,889	561	19,450	17,034
	Surrey History	1,594	-	1,594	2,057
	Library staff and other costs	17,696	720	18,416	16,924
	Subscriptions to allied societies	-	-	-	160
	Grants to third parties	4,270	1,750	6,020	3,459
	Outreach costs	22,705	-	22,705	17,634
		<hr/> 73,527	<hr/> 5,280	<hr/> 78,807	<hr/> 64,601
	Support costs:				
	Office staff and other operating costs	23,534	-	23,534	20,707
	Operating leases – land and buildings	6,000	-	6,000	11,003
	Storage and property rates	2,045	-	2,045	5,661
	Council and committee expenses	8	-	8	373
	Trustee indemnity insurance	486	-	486	576
	Professional fees	8,816	-	8,816	2,440
	Loss on disposal of tangible fixed assets	99	-	99	729
	Depreciation	498	-	498	664
		<hr/> 41,486	<hr/> -	<hr/> 41,486	<hr/> 42,153
	Governance costs:				
	Independent examiner's fee	4,110	-	4,110	3,900
	Annual report	619	-	619	1,124
	Filing fee	13	-	13	13
		<hr/> 4,742	<hr/> -	<hr/> 4,742	<hr/> 5,037
	<b>TOTAL FOR CHARITABLE ACTIVITIES</b>	<hr/> 119,755	<hr/> 5,280	<hr/> 125,035	<hr/> 111,791
		=====		=====	=====

# SURREY ARCHAEOLOGICAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2024

6.	STAFF COSTS	2024 No.	2023 No.
	The average monthly number of persons employed by the Society (including Trustees and Directors) during the year was, as follows:		
	Direct charitable	2	2
	Trustees and Directors	9	9
		<u>11</u>	<u>11</u>
		=====	=====
		£	£
	Staff costs	31,575	32,675
	Pension costs	479	606
		<u>32,054</u>	<u>33,281</u>
		=====	=====

No employee received total emoluments in excess of £60,000 during the current or previous year, and the charitable company has no employees that meet the definition of key management personnel.

No Trustee or Director received remuneration from the charitable company during the current or previous year.

## 7. CONTRIBUTION OF VOLUNTEERS

The administration of the Society relies upon volunteers, who freely give their time but who, due to the frequency of their visits to the office, are reimbursed for travel costs.

During the year no trustees were reimbursed for any expenses (2023: one trustee reimbursed £38 in relation to travel expenses).

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 £486 (2022-23: £576).

**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

8.	TANGIBLE ASSETS	Computer equipment	Other equipment	Total
		£	£	£
	Cost:			
	1 April 2023	2,251	18,730	20,981
	Disposals	-	(1,322)	(1,322)
	31 March 2024	2,251	17,408	19,659
	Depreciation:			
	1 April 2023	2,251	16,738	18,989
	Depreciation eliminated on disposal	-	(1,223)	(1,223)
	Charges in the year	-	498	498
	31 March 2024	-	16,013	18,264
	Net book value:			
	31 March 2024	-	1,395	1,395
		=====		=====
	31 March 2023	-	1,992	1,992
		=====		=====
9.	HERITAGE ASSETS		2024	2023
			£	£
	Carried in the balance sheet at value:			
	At 31 March 2023 and 31 March 2024		235,000	235,000
			=====	=====
	Historical cost or valuation on acquisition:			
	At 31 March 2023 and at 31 March 2024		14,728	14,728
			=====	=====

The charitable company is the custodian of certain heritage assets in the form of research material, maps, prints and artefacts. This collection of material relating to the archaeology of Surrey is an important historical archive of information and is held by the Society to advance the preservation and conservation objectives of the charity. Access to these heritage assets is encouraged for study and research purposes and can be obtained by prior arrangement through the Society. At each year end, the society members review the heritage assets for any changes in their valuations. They have concluded that at the 31 March 2024, there is no change in the value of the assets.



**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

10. INVESTMENTS	2024 £	2023 £
Market value at 1 April 2023	2,118,494	2,259,090
Additions at cost	533,478	409,623
Disposal proceeds	(475,793)	(331,169)
Realised losses	(9,561)	(33,268)
Unrealised gains/(losses)	82,923	(185,782)
Market value at 31 March 2024	2,249,541	2,118,494
	=====	=====
At the balance sheet date, the market value of the portfolio comprised:		
UK investments	1,197,909	1,678,434
Overseas investments	1,051,632	440,060
	2,249,541	2,118,494
	=====	=====
Fixed income securities	743,494	697,756
Equities	1,230,309	1,135,628
Property	98,139	84,521
Alternative investments	177,599	200,589
	2,249,541	2,118,494
	=====	=====
At the balance sheet date, the historical cost of the investments was £2,173,627 (31 March 2023: £2,148,006).		
	2024 £	2023 £
Individual holdings representing more than 5% of the market value of the portfolio at the balance sheet date are as follows:		
Henderson Investment Strategic Bond	-	110,769
Schroder Unit Trusts Strategic Distribution	123,848	117,901
iShares Core FTSE 100 Distribution	-	131,876
Franklin Templeton	-	116,689
	=====	=====

**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

<b>11. DEBTORS</b>	<b>2024</b>	<b>2023</b>
	£	£
Due within one year:		
Investment income receivable	10,351	7,830
Other debtors	3,971	5,790
Prepayments	5,870	4,124
	<u>20,192</u>	<u>17,744</u>
	=====	=====
<b>12. CREDITORS</b>	<b>2024</b>	<b>2023</b>
	£	£
Amounts falling due within one year:		
Trade creditors	1,181	361
Subscriptions in advance	4,812	4,257
Grants payable	15,285	9,265
Other creditors and accruals	10,418	11,155
	<u>31,696</u>	<u>25,038</u>
	=====	=====
Deferred income brought forward at 1 April	4,257	5,200
Deferred income released to the SOFA in the year	(4,257)	(5,200)
Income received in the year and deferred at the year-end	4,812	4,257
	<u>4,812</u>	<u>4,257</u>
	=====	=====
At the balance sheet date, the charity had deferred income relating to subscriptions for the following year.		
<b>13. FINANCIAL INSTRUMENTS</b>	<b>2024</b>	<b>2023</b>
	£	£
Carrying amount of financial assets:		
Equity instruments measured at fair value	2,249,541	2,118,494
	=====	=====
<b>14. COMMITMENTS UNDER OPERATING LEASES</b>		
At the year end, the charitable company was committed to make the following total future minimum payments under non-cancellable operating leases:		
	<b>2024</b>	<b>2023</b>
	£	£
In respect of land & building leases –		
Within one year	6,000	6,000
Between two and five years	24,000	24,000
After five years	18,000	24,000
	<u>48,000</u>	<u>54,000</u>
	=====	=====

**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

**15. THE FUNDS OF THE CHARITY**

	<b>1 April 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Gains on investments</b>	<b>Transfers between funds</b>	<b>31 March 2024</b>
	£	£	£	£	£	£
<b>Restricted income funds:</b>						
Anniversary Appeal Fund	4,247	-	(720)	-	-	3,527
Pauline Hulse Bequest Fund	8,031	-	(264)	-	-	7,767
<i>Specialist interest group funds:</i>						
Surrey Industrial History Group	38,768	1,754	(1,326)	933	-	40,129
Guildford Group	925	-	-	-	-	925
Plateau Group	1,278	-	-	-	-	1,278
Roman Studies Group	8,410	2,087	(2,537)	-	-	7,960
Medieval Studies Forum	2,645	510	(433)	-	-	2,722
	<u>64,304</u>	<u>4,351</u>	<u>(5,280)</u>	<u>933</u>	<u>-</u>	<u>64,308</u>
<b>Unrestricted funds:</b>						
General fund	2,456,224	132,453	(135,849)	72,429	-	2,525,257
	<u>2,520,528</u>	<u>136,804</u>	<u>(141,129)</u>	<u>73,362</u>	<u>-</u>	<u>2,589,565</u>
	=====	=====	=====	=====	=====	=====

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

The Pauline Hulse Bequest Fund was set up to recognise the legacy received from Pauline Hulse to be spent in support of the activities of the Artefacts and Archives Recording Group.

The specialist interest group funds were set up to recognise the identifiably individual nature of the activities of these specialist interest groups. Income generated by the groups and the costs incurred are recognised within these funds. Following the closure and realisation of the Surrey Industrial History there are no unrealised gains or losses to report on the revaluation of investments (31 March 2023: £9,626 unrealised gain).

Included within the General fund are net unrealised gains arising on the revaluation of investments totalling £75,912 (31 March 2023: net unrealised gains of £39,106).

**SURREY ARCHAEOLOGICAL SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 March 2024**

15. **THE FUNDS OF THE CHARITY (Continued)**

	1 April 2022 £	Income £	Expenditure £	Losses on investments £	Transfers between funds £	31 March 2023 £
<b>Restricted income funds:</b>						
Anniversary Appeal Fund	5,991	-	(1,744)	-	-	4,247
Pauline Hulse Bequest Fund	8,498	-	(467)	-	-	8,031
<i>Specialist interest group funds:</i>						
Surrey Industrial History Group	38,713	2,734	(1,129)	(1,550)	-	38,768
Guildford Group	925	-	-	-	-	925
Plateau Group	1,278	-	-	-	-	1,278
Roman Studies Group	7,863	666	(119)	-	-	8,410
Medieval Studies Forum	2,409	964	(728)	-	-	2,645
	<u>65,677</u>	<u>4,364</u>	<u>(4,187)</u>	<u>(1,550)</u>	<u>-</u>	<u>64,304</u>
<b>Unrestricted funds:</b>						
General fund	2,669,640	127,890	(123,806)	(217,500)	-	2,456,224
	<u>2,735,317</u>	<u>132,254</u>	<u>(127,993)</u>	<u>(219,050)</u>	<u>-</u>	<u>2,520,528</u>
	=====	=====	=====	=====	=====	=====

16. **ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed assets £	Net current assets £	Total £
<b>As at 31 March 2024:</b>			
<b>Restricted income funds:</b>			
Anniversary Appeal Fund	-	3,527	3,527
Pauline Hulse Bequest Fund	-	7,767	7,767
Surrey Industrial History Group	-	40,129	40,129
Guildford Group	-	925	925
Plateau Group	-	1,278	1,278
Roman Studies Group	-	7,960	7,960
Medieval Studies Forum	-	2,722	2,722
	<u>-</u>	<u>64,308</u>	<u>64,308</u>
<b>Unrestricted income funds:</b>			
General fund	2,485,936	39,321	2,525,257
<b>TOTAL FUNDS</b>	<u>2,485,936</u>	<u>103,629</u>	<u>2,589,565</u>
	=====	=====	=====

# SURREY ARCHAEOLOGICAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (Continued) for the year ended 31 March 2024

16.	ANALYSIS OF NET ASSETS BETWEEN FUNDS (Continued)	Fixed assets £	Net current assets £	Total £
	<b>As at 31 March 2023:</b>			
	<b>Restricted income funds:</b>			
	Anniversary Appeal Fund	-	4,247	4,247
	Pauline Hulse Bequest Fund	-	8,031	8,031
	Surrey Industrial History Group	24,627	14,141	38,768
	Guildford Group	-	925	925
	Plateau Group	-	1,278	1,278
	Roman Studies Group	-	8,410	8,410
	Medieval Studies Forum	-	2,645	2,645
		24,627	39,677	64,304
	<b>Unrestricted income funds:</b>			
	General fund	2,330,859	125,365	2,456,224
	<b>TOTAL FUNDS</b>	2,355,486	165,042	2,520,528
		=====	=====	=====

## 17. RELATED PARTY TRANSACTIONS

Other than as previously disclosed in this set of financial statements, there were no related party transactions in the current or prior year that are required to be disclosed.



*Some of the Roman Roads team with a newly found section of Roman road near Ewhurst  
(photograph by David Calow)*



*'Oops, dropped it!' a serious moment at a Prehistoric Pottery Group meeting  
(photograph by Christine Pittman)*



*Test pitting at Albury  
(photograph by Christine Pittman)*