



The Essex Society for Archaeology & History

FORMERLY THE ESSEX ARCHAEOLOGICAL SOCIETY
FOUNDED 1852

Annual Report and Accounts

for the year ending 31 December 2019

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Trustees and Corporate Information

Patron	Lord Petre, KCVO, JP, MA
Vice-Presidents	A.B. Phillips, BEM, BA D. Buckley, BSc, MCifA, FSA Dr. P.M. Leach, BA, MBBS A.S. Newens, BA H.M. Stuchfield, MBE, JP, DL, FSA, FRHistS Dr. C.C. Thornton, PhD, FSA, FRHistS Dr. J. Ward, PhD, FRHistS
Trustees	N. Brown, BA, MCifA, FSA, FSAScot <i>President</i> H. Brooks, BA, FSA, MCifA <i>Secretary</i> W.M. Abbott, MA, FIA <i>Treasurer</i> M. Atkinson, BA, MCifA A. Corder-Birch, DL, FSA A. Crosby, BA, MSocSc <i>Chairman EIAG</i> K.L. Crowe, BEd, MA, AMA G.M.R. Davies, MA, FSA, FMA R. Havis, BA, FSA, MCifA P. Sainsbury, SEN H.M. Stuchfield, MBE, JP, DL, FSA, FRHistS <i>Membership Secretary</i>
Curator	P. Wise, MA, FSA, MA, MCifA
Independent Examiner	P. Evans, FMAAT
Registered Charity No.	213218
Registered Office	13 Greenacres, Mile End Colchester, Essex CO4 5DX
Bankers	Barclays Bank PLC, Brentwood
Blog	www.esah160.blogspot.co.uk
Twitter	https://twitter.com/ESAH160
Website	www.esah1852.org.uk www.essex.ac.uk/history/esah

Trustees' Report

Structure Governance and management

The organisation is an unincorporated association, originally founded as the Essex Archaeological Society in 1852, changing its name to the Essex Society for Archaeology and History in 1985. It is governed by a constitution as revised and adopted at the 2015 AGM. It registered as a charity in 1962. Its objects as stated in the constitution are:

1. to promote and encourage the study of archaeology and history in the historic county of Essex
2. in furtherance of the above, to publish the results of such studies in the Society's journal, and to disseminate information on Essex archaeology and history through the appropriate media
3. to organise conferences, lectures and visits for the benefit of members and interested members of the public, and to educate the wider community and other bodies on matters of common interest and concern
4. to provide library facilities for Society members and other members of the public.

The management of the Society is vested in a Council of Management who are the trustees of the Society. There are six trustees who are directly elected at the AGM, as are the President, Secretary and Treasurer, who are ex-officio members of Council. There are a number of members who serve the Society in various capacities and, as proposed by Council, further ex-officio members are elected onto Council at the AGM. The list of trustees on page 2 indicates the four trustees who were directly elected at the AGM and two more who were subsequently co-opted. In addition there are two members elected by Council who act as officers of the Society.

Council is aided in undertaking its responsibilities by various committees which report directly to Council, namely Publications and Research Committee, Library and Archives Committee and the Programme Committee. In addition it has special interest sections, namely the Essex Industrial Archaeology Group and the Essex Place Names Project, both of which are financially supported. The society is continuing the activities previously associated with the Essex Archaeological and Historical Congress. The trustees retain the direct responsibility for, and active supervision of, expenditure.

The trustees who served during the year and up to the date of this report have complied with their duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Council met four times in the year and the Committees each met at least twice in the year and Council is extremely grateful to all those who have given their time and energy to serve on these committees, as well as to those who have represented the Society on other bodies.

Review

The year 2019 has been one of continued strengthening, but also of change which as ever presents opportunities and difficulties. The Transactions continue to be the bedrock of the Society's activities. Vol. 8 (2017) was published in 2019 and Vol. 9 (2018) will be published during early 2020. These important volumes present a range of significant work on the archaeology and history of Essex. We are grateful to our Editor, Paul Gilman for all his hard work, in which he has been supported by the Publications Committee, and in particular, Chris Thornton and Henry Webber, the assistant editor. A number of Occasional Papers are in progress and details will be announced in due course.

With regard to other publication and dissemination activity, throughout 2019 Zoe Quinn continued in her roles of newsletter editor and webmaster. Whilst the purchase last year of new software has helped with production of the newsletter, it has once again not been possible to produce the usual number of issues. From 2021 it is intended to move to digital dissemination of the newsletter which, amongst other things, should help ensure its regularity. That change is part of planning for next year when our Society will take responsibility for publication of the award winning *Essex Journal*. Council has been working with the Publication and Research Committee to facilitate that transition, of critical and urgent importance for the future of *Essex Journal*, is the appointment of an editor to succeed Neil Wiffen, an issue not yet resolved.

At the end of 2019 the Society had 290 (2018: 285) fully paid individual members, of whom 65 (2018: 65) are family members and 19 (2018: 19) associates. It also has 77 (2018: 82) paying institutional members, of whom 22 (2018: 22) are associates. In addition to these 367 (2018: 367) paying members we reciprocate publications with 33 (2018: 33) other institutions and distribute our publications to 14 (2018: 14) other institutions.

We continued to provide an active and varied programme of events in 2019 including the Morant Lunch, Morant Lecture, AGM and the third annual ESAH Archaeology and History Symposium. Some of these activities were associated with the Essex Industrial Archaeology Group, which continues to be very active. This programme has depended very heavily on the hard work of both the Programme Secretary, Jane Pearson. Howard Brooks has kindly continued to temporarily handle members booking for events.

The Society's extensive Library continues to be held in the Albert Sloman Library at the University of Essex, to which we extend our gratitude. In addition, a storeroom is maintained in Hollytrees Museum at Colchester, which contains the Society archives and surplus books, mainly the Transactions and Occasional Papers, for sale. The work of the Library and Archive Committee covers four areas: archives, books, stock management and the digitisation project. The Society has continued to deposit archive material on permanent loan to the Essex Record Office.

The Society has made representations to the Highways Agency regarding the range and scope of necessary historic environment mitigation, in response to consultations on the Lower Thames Crossing. In addition the Society wrote to support Tendring District Council's decision to refuse permission for a housing development affecting the setting of a Scheduled Monument at Lawford. The developers had appealed against that decision but the Planning Inspector refused the appeal and upheld Tendring's decision.

Essex Society for Archaeology and History

The long running Essex Place Names project continues to record parish place-names from documents, guided by James Kemble and the project committee.

As noted in last year's report the Society took the opportunity provided by the attention which the 50th anniversary of the publication of Baker's great work 'The Peregrine' received in the local and national press to approach a range of bodies (including The National Trust, Essex Wildlife Trust, Chelmer Navigation Trust, Chelmsford City Council, Maldon District Council, Essex County Council and local conservation societies and Parish Councils) to consider enhanced understanding conservation and management of the valley east of Chelmsford. The initial response was encouraging, subsequent meetings have been very positive, and a long-term partnership has been established, known as the Chelmer Valley Landscape Group (CVLG). I have agreed to chair CVLG for an initial 3 year term.

The Society contributed a grant of £500 to an appeal, launched by Chelmsford Museum, to raise funds to purchase a Chalcolithic gold diadem recovered by metal detector in Little Baddow. This remarkable object, dating from the later 2nd millennium BC is a very rare find in this country, and originating in the Iberian peninsula, is now on display following a major refurbishment of the museum.

On behalf of all members, I would like to thank the Society's Officers, Trustees, Council and Associate Members, Committees and Representatives on other bodies for all their hard work and support during the year. They have generously given their time in the best interests of the Society and its members. In particular I would like to express thanks to Bill Abbott, Howard Brooks, Lucy Jack and Martin Stuchfield and Jane Pearson; in addition Adrian Corder-Birch has continued to offer help and support, not least in chairing Council meetings when ill health has prevented me attending. All have been essential to the smooth running of the Society

Finance

The principal financing activity of the Society relates to the costs of producing and distributing the Transactions and its Index as well as occasional papers. We try wherever possible to get sponsorship grants for individual articles. Volume 8 of the Transactions received slightly less sponsorship than for Volume 7, limiting its net cost, including distribution, to £2,931 (Volume 7, £1,014).

Our income exceeded expenditure by £4,946, including £3,645 from the absorption of the residual assets of the Essex Mills Group. This was augmented by a gain of £3,632 in the market value of our investments. It is the nature of some of our holding that their value will oscillate. The net increase in our funds was £8,578.

The notes to the accounts give significant detail. Most items speak for themselves, but items relating to the successful rewriting of the Chelmsford Industrial Trail booklet under the aegis of the EIAG has over the two years generated net income of £723.

We continue to benefit from the review of our membership data base which, inter alia, resulted in the one off payment of belated subscriptions from previous years.. The financial effects of the Society taking on the Essex Journal, and its impact on membership subscription rates, if any, is being considered by Council.

Essex Society for Archaeology and History

The Society greatly benefits from the input of many volunteers and the unrestricted general reserves of the Society are being maintained at a level which would ensure the capability of producing and distributing volumes of the Transactions and Occasional Papers and the *Essex Journal* for at least the next five years.

We have sufficient resources to make occasional donations to support heritage projects in Essex

Nigel Brown, President
18 April 2020

Trustees' Responsibilities Statement

The charity trustees are responsible for preparing a receipts and payments account and a statement of assets and liabilities for each financial year that properly present the charity's receipts and payments during the year and its assets and liabilities at the end of the year. In preparing these statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which enable them to ensure that the receipts and payments account and statement of assets and liabilities comply with the Charities Act 2011. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of the Independent Examiner

My examination was carried out in accordance with the general directions given by the Charity Commission.

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

During my examination, no matter has come to my attention which

- a) gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the Charities Act 2011 and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Evans (Fellow Member of the Association of Accounting Technicians)
18 April 2020

Essex Society for Archaeology and History

Statement of Financial Activities for the year ended 31 Dec 2019

	2019 £	2018 £
INCOMING RESOURCES		
Members subscriptions (note 2)	10,352	11,231
Publications; Grants and sales (note 3)	10,050	11,590
Other Income (Note 4)	4,224	1,219
Income from Investments	2,468	2,383
TOTAL INCOMING RESOURCES	27,095	26,424
RESOURCES USED		
Production costs: Transactions (note 3)	12,666	12,084
Production costs: Newsletters	708	658
Administration costs (note 5)	5,728	6,294
Other outgo (Note 6)	3,047	1,145
TOTAL RESOURCES USED	22,149	20,181
NET INCOMING(OUTGOING) RESOURCES	4,946	6,243
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<u>Gains/losses on unrealised investments</u>	3,632	-1,420
INCREASE IN FUNDS	8,578	4,823

Balance sheet at 31 December

Library Books	100,000	100,000
Investments (Note 7)	52,360	48,728
FIXED ASSETS	152,360	148,728
plus		
Current assets (Note 8)	116,144	110,993
Transaction Sponsorship	0	0
CURRENT ASSETS	116,144	110,993
less		
CURRENT LIABILITIES (advance subscriptions)	555	335
TOTAL ASSETS (note 9)	267,949	259,386
consisting of		
Unrestricted funds-general	102,218	96,650
Unrestricted funds -designated ;		
Essex Place Names	5,304	5,553
Restricted ;		
Publications and Research Fund	57,923	57,751
Pleshey Project	39	-261
Chelmsford Industrial Trail Rewrite	-	693
Essex Mills Projects	2,465	
Historic Book Collection	100,000	100,000

N Brown President

W M Abbott Treasurer

18 Apr 2020

Notes forming part of the financial statements

Note 1 General

These accounts have been prepared under the historical cost convention and in accordance with the requirements of the Charities Act 2011 Designated funds form part of the general funds but relate to funds which Council have designated as being for a specific purpose. The restricted funds reflect constraints imposed by the donors of the funds. The Historic Book Collection, which consists of books held by the University of Essex and documents loaned to the Essex Records Office, is classified as designated. The Collection is not available for sale, but has been given a value, believed to be prudent, of £100,000. Computers and new books purchased are written off on purchase. Investments are shown at market value and capital appreciation on these investments is shown after the net amount of incoming resources.

Note 2 Membership subscriptions

Membership subscriptions amounted to £9,054 (2018: £9,248 plus £625 of backdated payments) augmented by a tax credit of £1,298 (2018; £1,358).

Note 3 Transactions and Occasional Papers				
<i>2019 Analysis</i>	Trans's Vol 7	Trans's Vol 8	Pleshey Project	Total
<i>Income</i>				
Grant income		3,685	6,350	10,035
		3,685	6,350	10,035
<i>Outgo</i>				
Printing		5,004		5,004
Other, inc distribution		1,612	6,050	7,662
		6,616	6,050	12,666
Net Income (Outgo)		-2,931	300	-2,631
<i>2018 Analysis</i>	Trans's Vol 7		Pleshey Project	Total
<i>Income</i>			£	£
Grant income	8,520		3,050	11,570
	8,520		3,050	11,570
<i>Outgo</i>				
Printing	7,568			7,568
Other, inc distribution	1,966		2,550	4,516
	9,534		2,550	12,084
Net Income (Outgo)	-1,014		500	-514

Essex Society for Archaeology and History

Note 4 **Other income**

	2019	2018
	£	£
Licensing Fees & Royalties	33	38
Sale of Library Stock	154	185
Donations	40	
EIAG ; Heritage Fair	255	0
EIAG Trail Rewrite ; Sponsorship and Sales	553	750
Transfer from Essex Mills Group	3,465	0
Visits and other events	-275	246
	4,224	1,219

Note 5 **Administration Costs**

Insurance	75	75
Editors' Honoraria	1,050	1,200
Printing; flyers etc	501	924
Dispatching mailings	794	1,211
Website	2,020	1,385
Room Hire	292	474
Purchase of IT hardware	0	921
EIAG Trail Rewrite	573	57
EIAG Heritage Fair/ Annual meeting	48	
Other printing and Postage	375	47
	5,728	6,294

Note 6 **Other Outgo**

Subscriptions Paid	276	146
Purchase of Books	193	181
Digitisation Project	933	116
Place name Project (note 9a)	249	53
Donations (note 6a)	1,396	500
EIAG outgo (inc £57 for rewrite)		149
Sundries	0	0
	3,047	1,145

Note 6a **Donations**

The Mills Archive Trust	1000	
Report on Bradford St., Braintree Finds	396	
Gold Diadem Crowdfunding		500
	1,396	500

Essex Society for Archaeology and History

Note 7 Investments

COIF Fixed Income Fund (income units)	33,132	32,344	
COIF Investment Fund (income units)	19,228	16,384	
	52,360	48,728	

Note 8 Current Assets

COIF Deposits	46,041	44,140	
Shawcross 100 day deposit	50,550	50,550	
Barclay Bank Balances - Savings	8,916	899	
- Current	10,593	15,445	
Unpresented Cheques	0	-41	
Advance Payments	44		
	116,144	110,993	

Note 9 Restricted and Designated Funds

(a) *The Essex Place-names Fund*. This Fund is for a research project which collects and disseminates information on the history of local place and field names in Essex. It was established by, and continues to be supported by, grants and donations. This 'designated' fund may be augmented from time to time by specific Lottery Grants which have to be spent within 12 months of their granting and are recorded as restricted funds.

	2019	2018	
	£	£	
Fund at start of year	5,553	5,606	
Expenses	-249	-53	
	5,304	5,553	

(b) *Publication and Research Fund ("PRF")*

The PRF exists to support the publications and research of the Society. It was created as at the start of 2003 by amalgamating the Publication and Development Fund ("PDF") and part of the Special Reserve Fund ("SRF")

The PDF was established in 1992 and has accumulated substantially but not wholly through donations in response to an appeal for funds to support the publication of items of a historical and archaeological nature. The appeal represented that the generous donations made would not be capable of being used or transferred for another purposes. This resulted in an inalienable fund where the Society's trustees would not distribute the capital so raised. At the end of 2002 the PDF represented funds raised mainly from specific donations of £23,862 to support the Society's publications. Since 2002, this amount has been augmented by £8,603 of restricted donations so that the inalienable element of the PRF is £32,465

The PRF is being run along similar principles to those which were applied to the PDF. The assets supporting the fund are not specifically identified, but current, and notice accounts are maintained to at least cover the fund amount. Any notional interest is credited to the fund and may be used to fund publications or research. Unused interest may be carried forward to succeeding years. Unused interest at 31 December 2019 amounted to £8,000

	2019	2018
	£	£
Fund at start of year	57,751	57,528
Other income	172	223
	57,923	57,751

(c) *The Pleshey Project*

The Society is in receipt of grants to fund writing up Bassett's excavation work at Pleshey in the 1970s. Eventually this work will be published in the Transactions.

Essex Society for Archaeology and History

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT 2.00PM ON
SATURDAY 8 JUNE 2019 AT LITTLE MAPLESTEAD ROUND CHURCH.

ESSEX SOCIETY FOR ARCHAEOLOGY AND HISTORY

Registered Charity Number 213218

In the Chair: Mr Nigel Brown (President)

Vice Presidents: Mr Stan Newens, Mr Martin Stuchfield and Dr Jennifer Ward.

Trustees present: Mr W Abbott (Treasurer), Mr Howard Brooks (Secretary), Mr Mark Davies, and Mr Paul Sainsbury.

Associate members of Council: Mr Adrian Corder-Birch (Immediate Past President), Mr Paul Gilman (Editor), Dr Jane Pearson (Programme Secretary), Ms Zoe Quinn (Newsletter Editor) and Mrs Lucy Jack (Minutes Secretary).

These were present, together with 22 other members of the Society.

1. Apologies for absence were received from Dave Buckley, Tony Crosby, Chris Thornton, James Kemble, Brian Barton, Alan Beale-Forbes, Ashley Cooper, Jeff Harvey, Dianne Jackson, David GI Morgan.
2. Opening remarks. The President welcomed members and guests. He thanked Reverend Gay Ellis for hosting the Society in the church, originally a chapel of The Knights Hospitaller. A talk on the history of the church would be given after the meeting.
3. The minutes of the 2018 AGM, as published in the *Annual Report and Accounts*, were approved as a correct record.
4. Matters arising. The matter of family membership voting rights (minute 5) was raised from the floor. The President reported that this issue had been discussed by Council during the intervening year, with the conclusion that all members are able to vote. Pressed for clarification, he stated that this includes both parties in a family membership.
5. President's Report for 2018. A written report in the *Annual Report and Accounts* had previously been circulated to all members. The President highlighted the Society's growing library at the University of Essex, plans to publish *Essex Journal* as well as the newsletter and *Transactions*, and the Essex Industrial Archaeology Group's *Chelmsford Industrial Trail* which had been distributed to all members with the AGM papers. He commended the efforts of the officers and members of Council, the three committees and two sub-groups which carry out the work of the Society. The Annual Report was approved.
6. Presentation of 2018 accounts. The Treasurer noted that a financial report, together with the Trustees' Responsibilities Statement and the Statement of the Independent Examiner, had previously been circulated to all members in the *Annual Report and Accounts*. He added that due to a reduction in sponsorship grants, the Society's

contribution to the costs of Volume 8 of *Transactions* would be higher than for Volume 7. However, the finances remained robust. He emphasised that members could suggest Essex heritage projects the Society may wish to support with funds. The subscription charges would remain unchanged for 2020. Since the publication of the 2018 accounts, Essex Mills Group had been absorbed into the EIAG. Their funds of £3420 formed a new fund restricted to Essex Mills projects. The Accounts were unanimously approved by the meeting.

7. Election of Independent Examiner. Mr P Evans had indicated that he was willing to continue and was elected unanimously.
8. Election of President, Secretary and Treasurer for 2019-2020. Mr N Brown, Mr H Brooks and Mr W Abbott had indicated that they were willing to stand again for the positions of President, Secretary and Treasurer respectively and were unanimously elected for these offices. They would be ex-officio members of Council.
9. Election of Trustees for 2019-2020. The President noted that the Constitution requires six members to be elected to the Executive Council. Mr K Crowe and Mr GMR Davies had been re-elected at the 2018 AGM for a consecutive three-year term in accordance with clause D2 of the constitution. Mr R Havis and Mr S Benfield had been elected at the 2018 AGM for a three-year term but Mr Benfield had subsequently stood down. Mr A Corder-Birch was duly elected in his stead. Mr M Atkinson and Mr P Sainsbury were also elected, having been co-opted to Council at its meeting in June 2018.
10. Any other business.

Membership

Peter Sharp presented a paper on the decline in membership of the Society. In the 1970s the membership exceeded 700 and contributors to *Transactions* were mainly amateurs. After professional Archaeology Units took over all major excavations, membership and papers from local archaeology societies declined. More recently, *Transactions* has become a medium for commercial archaeologists, few of whom are members, to publish their reports. He felt that they are often written in a style which is not easy to read; the Society could encourage more reports from members and amateur groups and in a more readable format, or risk only attracting professional archaeologists. The President agreed that the Society should encourage membership, but it was not at all clear that changes in the Society's membership reflected changes in the character of the Transactions. Council was discussing whether to prepare a 10 year strategy for the Society; increasing membership would be part of that. With the decision on assuming the responsibility for publishing Essex Journal Council and its Publications and Research Committee would be considering how to organise and balance its suite of publications, including online resources. In response to a question from the floor about whether amateur groups are affiliated to ESAH, he pointed out that Congress had been absorbed by ESAH, but there might be more the Society could do to encourage participation. In any case group may present a report at the annual symposium and publish it in one of the Society's publications, not necessarily *Transactions*, to do so it would of course be expected to match the standards which applied to all contributors. A comment from the floor noted that ESAH had had an education officer in the 1960s/70s and suggested that ESAH organise talks to schools about archaeology. The President doubted the practicality of that which would in any case careful consideration and a lot of work. Martin Stuchfield pointed out that

the recent decline in membership figures had been due to reorganisation, so that those organisations receiving the Society's publications for free were no longer counted and family memberships were counted as 1 rather than 2. This gave a more realistic figure for those paying subscriptions. A comment from the floor noted that numbers are down in every membership organisation. The President commented that the Society has a relatively small but solid membership foundation and will consider how this can be developed.

Ordnance survey grid references

Peter Sharp presented a paper arguing for the adoption of latitude and longitude coordinates by the Society, to identify sites with greater accuracy. However, the President pointed out that Peter had raised this matter with the Publications Committee which had discussed it at length and decided, in line with all other journals and counties, the Society should continue to use ordnance survey grid references. Peter's views on the use of latitude and longitude had been published in the Spring 2019 newsletter.

High Laver Roman Villa

Peter Sharp presented a paper on his research and report on this large Roman villa, the largest in Essex. His report had not been accepted for publication by the Society. The editor of Transactions noted that it had been subjected to peer review in the usual way and that consequently a shorter version had been advised. The President noted that this matter had been discussed a number of times by the Publications and Research Committee, which had treated the matter with the scrupulous fairness it applies to all reports submitted for consideration.

Members subsequently enjoyed an illustrated talk given by Nick Ellis on the history of Little Maplestead Round Church. The church is on the site of one built in the 12th century by the Order of the Knights of St John of Jerusalem, known as the Knights Hospitaller, and is still associated with the Order. It is one of only four round churches still in use in England. It was heavily restored in Victorian times and is cared for by the Friends of the Round Church.