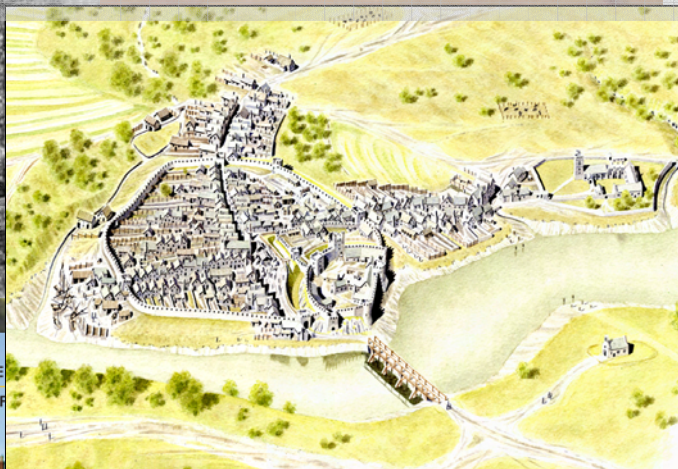


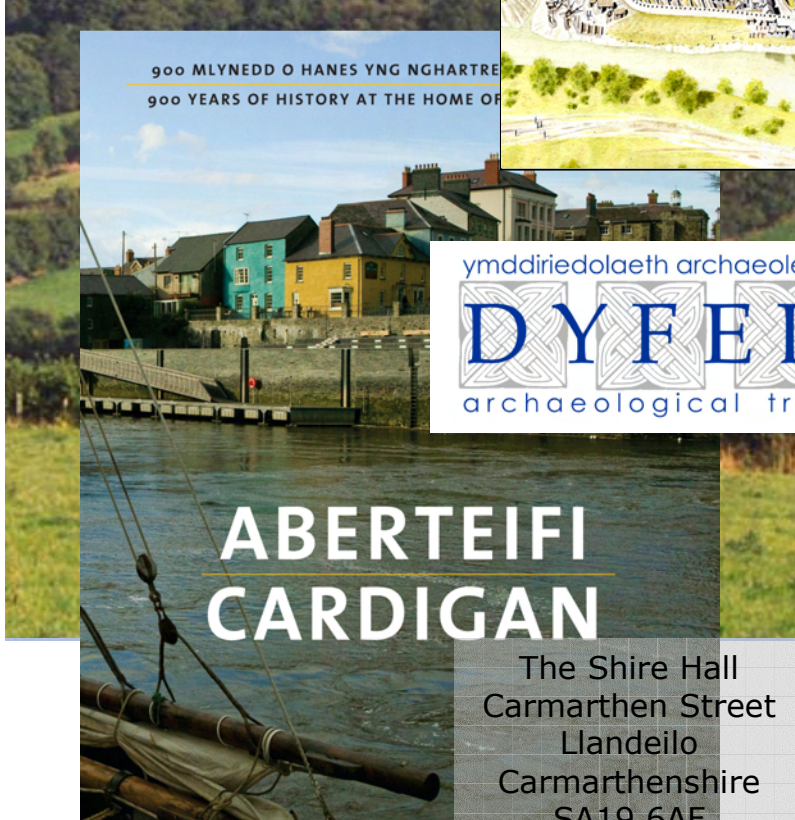
**DYFED ARCHAEOLOGICAL TRUST LIMITED**



**TRUSTEES' REPORT AND  
ACCOUNTS FOR THE YEAR ENDED  
31ST MARCH 2010**



900 MLYNEDD O HANES YNG NGHARTRE  
900 YEARS OF HISTORY AT THE HOME OF



ymdiriedolaeth archaeolegol  
**DYFED**  
archaeological trust

**ABERTEIFI  
CARDIGAN**

The Shire Hall  
Carmarthen Street  
Llandeilo  
Carmarthenshire  
SA19 6AF



# TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2010

The Trustees present their annual report and accounts for the year ended 31<sup>st</sup> March 2010.

## LEGAL AND ADMINISTRATIVE INFORMATION

### Principal Activity

The object for which the Trust is established is to advance the education of the public in archaeology.

The Trust seeks to improve the understanding, protection and promotion of the historic environment and maintains a strong regional commitment to southwest Wales. The Trust aims to foster a better **understanding** of the historic environment by undertaking and promoting research, survey and investigation. The Trust aims to improve the effective **management and conservation** of the historic environment for present and future generations to study and enjoy. The Trust aims to **raise awareness** of the historic environment and to promote physical and intellectual access through educational and outreach programmes.

### Constitution

The Dyfed Archaeological Trust is a company limited by guarantee and not having a share capital (number 1198990) and a registered charity (number 504616). The governing documents are the Memorandum and Articles of Association of the 4th July 1975. The Trust is one of the four Archaeological Trusts originally established in the 1970s to cover the whole of Wales.

### Trustees

The Trustees serve as Directors of the company and as such their report serves as the statutory Directors' Report. Since there is no share capital the Directors do not hold any beneficial interest in the company. One third of the Trustees retire each year but are eligible for re-election at the Annual General Meeting. The following served as Trustees during the year:

Prof B Burnham  
Dr J L Davies  
Mr. C J Delaney  
Mr. C R Musson (Chairman)  
Dr E Plunkett Dillon  
Mr R Protheroe Jones

At 9<sup>th</sup> October 2009 AGM the retiring Trustee, Dr J L Davies was, under Article 41 of the Trust's Articles, deemed re-elected. In February 2009, Mr R Protheroe Jones and Prof B Burnham accepted an invitation to become Trustees (in accordance with Article 32); they were both formally elected as Trustees at the 2009 AGM.

The Trust has a Management Committee that is a delegated committee of the Board of Trustees. During the year the Management Committee comprised only the above members of the Board of Trustees

Existing Trustees review the membership on a regular basis and offer Trustee positions to existing Members as they see fit. New Trustees are provided with information detailing the Trust's structure, objectives, and policies along with literature on the responsibilities of being Charity Trustees. All new trustees have an induction meeting with the Chief Executive, which includes a detailed review of the company/charity structure, policy, organisation, staffing and work programme. New Trustees are made aware of the wide range of guidance available from the Charity Commission in both hard copy and digital format.

## **Officers and Registered Office**

During the year Mr K Murphy was the Company Secretary and Chief Executive of the Trust.

The Trust's Registered Office is at The Shire Hall, Carmarthen Street, Llandeilo, Carmarthenshire, SA19 6AF. The National Westminster Bank plc, 59 King Street, Carmarthen are the Trust's bankers. Morris Roberts, 14-15 Spilman Street, Carmarthen, serve as the Trust's legal advisors. Clay Shaw Butler, Business Development Centre, Carmarthen, are the Trust's auditors.

## **Trustees' responsibilities**

Company Law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates 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 business.

The Trustees are responsible for maintaining proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985 and are in accordance with the Charities (Accounts and Reports) Regulations 2005. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Membership of the Trust**

All members of the Trust, including Trustees, voluntarily contribute their unpaid time and expertise to the charitable objects of the Trust. The extent of this contribution is not reflected in the Trust's financial statements but the Trust is heavily dependent upon the services and expertise provided by its members serving as Trustees or members of the Management Committee, together with the valuable advice and specialist contributions to individual projects provided by other individual members.

Membership of the Trust is by invitation of the Trustees; it is personal and not transferable. At the end of the year there were 44 members. A full list of members as at the 31st March 2010 is contained in Appendix A.

## **Trust Premises**

In addition to the Shire Hall in Carmarthen Street, which the Trust leases from Llandeilo Fawr Town Council, the Trust owns Leicester House, also located in Carmarthen Street.

## **Staff**

The average number of employees during the year was 23. A full list of staff as at 31st March 2010 is contained in Appendix B. The Trustees wish to express their thanks to all the Trust staff for their commitment and efforts during the year.

## **Staff Training**

A programme of staff appraisals continued throughout the year. The Trust encouraged staff to attend archaeological conferences and day schools in order to keep abreast of current

developments within the profession, and several providers delivered workshops and seminars on a variety of topics during the year.

Conferences, seminars, courses and day schools attended during the year included: Construction Archaeology Event, Hill-fort Studies Group field meeting, Heritage Interpretation Seminar by Sam Ham, First Aid courses, Community Heritage Seminar, Managing Biodiversity, Agri-environment Schemes, Welsh Historic Places of Worship Conference, Pembrokeshire Archaeological Day School, Carmarthenshire Archaeological Day School, England's Past for Everyone — bringing local history to life, Digital Workshop, Walk Leadership course, and Fire Marshall course. In addition, in-house training was provided to staff on a variety of topics.

### **Professional Registration**

During the year the Trust remained a **Registered Archaeological Organisation of the Institute for Archaeologists** and maintained its certification as an **Investor in People** organisation.

## **REVIEW OF TRUST ACTIVITIES DURING THE YEAR**

### **ARCHAEOLOGICAL RESEARCH AND INVESTIGATION**

As in previous years a wide range of work was undertaken, including Cadw grant-aided threat-related assessments and excavations, and numerous other-funded surveys, watching briefs, evaluations, desk-based assessments and recording projects.

Two Cadw grant-aided **Scheduling Enhancement Projects** were undertaken with the purpose of assessing for scheduling purposes all Roman and prehistoric sites across Wales by 2010. Over 170 sites were visited in Pembrokeshire, most of them located on the open moorland of Mynydd Preseli. The quality of the sites was particularly high and included well preserved prehistoric settlements and field systems, and consequently numerous scheduling recommendations were made to Cadw. In contrast, site quality in Ceredigion was poor, and as only 30 sites were identified as being worthy of field visits, resources were diverted, with the agreement of Cadw, to a more detailed survey on Mynydd Preseli.

Geophysical surveys – follow-up projects to the Cadw grant-aided **Prehistoric Funerary and Ritual** site assessments produced good results at **Fan** round barrow, Talsarn, Ceredigion, and a group of barrows at **Trychrug**, Trelech, Carmarthenshire. Complex remains, of probable prehistoric date, were revealed during further survey work at **Cregiau Cemmais** round barrows, Nevern, Pembrokeshire. Following on from geophysical survey in the previous year, two round barrows at **Pant-y-Butler**, Llangoedmor, Ceredigion, were sample excavated; the remains of an *in situ* cremation and a disturbed cremation were found in one of the barrows.



*Duncan Schlee, the site director, instructing volunteers on excavating a burial at Porth Clew*

A second season of excavation was grant-aided by Cadw at **Porth Clew**, Pembrokeshire, as part of the Early Medieval Cemeteries Project. Work concentrated on a settlement around the chapel with excavation revealing both stone and timber buildings, probably of medieval date.

Radiocarbon dates indicate use of the site from the 5<sup>th</sup> century AD to at least the 11<sup>th</sup> century AD.

The Wetlands Margins project focused on **Cors Caron** in mid Ceredigion. The objective of the project — to identify, characterise and assess the archaeology of the bog fringe — was successfully achieved and the results will inform the Countryside Council for Wales's management plan for the bog.

Cadw provided grant-aid for **Arfordir**, a pilot project run in tandem with a similar project undertaken by the Gwynedd Archaeological Trust to engage communities in the identification and recording of coastal archaeological sites. Numerous walks, talks, demonstrations and training sessions were provided and a successful week-long excavation was undertaken on a deserted village on the shoreline at St Ishmael, Carmarthenshire.

The first year of a **metal mines** project, undertaken in partnership with the National Museum Wales and the RCAHMW comprised inputting data collected in the early 1990s and in 2009-10 into the Historic Environment Record. It is anticipated that this project will result in a comprehensive publication of the results.



*A demonstration in flint knapping given to participants in the Arfordir project at St Davids*

The Trust undertook projects for a variety of other clients — public and private developers, unitary authorities, government agencies, voluntary organisations and consultants. The majority of these were carried out within Carmarthenshire, Ceredigion and Pembrokeshire. Projects included excavations, evaluations, building recording, landscape survey, desktop assessments and watching briefs that were often a condition of planning consents. The following summary provides a selection of the more significant projects. A full list of all projects, including clients, is provided in Appendix C.

Post-excavation analysis was completed and draft publication report written on the excavation of an early medieval iron smelting site and settlement at **South Hook**, Pembrokeshire. It is anticipated that the report will be published during 2010. A revised publication report on the excavation at **Porth y Rhaw** promontory fort, Pembrokeshire, was produced and work continued on publication reports of the medieval track at **Llangynfelyn**, Ceredigion, and **Brownslade Barrow**, Pembrokeshire. Drawings for a new edition of the **Roman Frontier in Wales** were completed.

Excavations on the **A40 Robeston Wathen bypass**, Pembrokeshire, included the investigation of a burnt mound, radiocarbon dates for which indicate a long period of use from the Neolithic through to the early medieval period. A flint-working site of Mesolithic date, evidence of early medieval iron smelting and Bronze Age activity were discovered on a nearby site. In **Dinefwr Park**, Carmarthenshire, a continuation of the 2009 excavations unfortunately failed to locate the remains of suspected Roman building.

Numerous evaluations were undertaken. At **Crymlyn Gardens**, Skewen, Swansea, remains of an 18<sup>th</sup> century farm complex were investigated. Little of archaeological interest was found in twenty-two trenches excavated along the course of a proposed gas pipeline at **Milford Haven**. At **The Shanty**, Penllergare, Swansea, trenching showed that virtually nothing remained of a mid 19<sup>th</sup> century summerhouse/boathouse.

Over 50 watching briefs were undertaken during the course of the year on a wide range of sites. At Haverfordwest a watching brief during car park construction in the grounds of **Foley House** revealed medieval and post-medieval features in what were former burgage plots.

Small-scale building recording at **Rhosson**, St Davids, and **Philbeach**, Dale, helped establish a chronology for these small but important houses. A longer-term programme of works at **Roch Castle** has greatly assisted understanding of this small medieval castle.

Geophysical survey continues to be a successful element of the archaeological services provided by the Trust. Good results were obtained at **Templeton**, Pembrokeshire, where evidence for buildings and property boundaries, possibly of medieval date, were detected. At **Pill Rath**, Milford Haven, roundhouses and prehistoric features associated with a hill-fort were surveyed.

Approximately 20 desk-top assessments were commissioned in advance of possible development including ones for substantial wind farms both in southwest Wales and further afield.

**Exploration Tywi!** The landscape investigation element of the Tywi Afon yr Oesoedd Project, a community landscape project centred around Llandeilo, continued with a number of successful events. These included excavations, graveyard surveys, buildings surveys, and hedgerow surveys as well as talks, training sessions and meetings.

## EDUCATION AND PUBLICATION

All of the Trust's archaeological research and investigations contribute directly or indirectly to raising awareness about Wales' historic environment. However, several of the Trust's projects and activities are specifically aimed at promoting this awareness. The Trust's **Outreach Strategy** was updated during the year and continues to contribute to fulfilling the Trust's basic charitable objective — the education of the public in archaeology — and its role in promoting the historic environment as one of Wales' greatest assets.

### Community Heritage

The Trust continues to recognise the need for the promotion and interpretation of the historic environment at community level. 'Community Archaeology' or 'Archaeology for All' is becoming increasingly important across Britain, with a recognition that the profession can make a major contribution to a number of current economic and social objectives including social inclusion, public health and education, tourism and economic regeneration. The sector also has an opportunity to take advantage of the high media profile that archaeology currently enjoys.

Several projects successfully engaged with members of local communities, students and others with an interest in archaeology, providing learning opportunities to a large number of individuals. Community engagement was a specific aim of **Exploration Tywi!** and was successfully achieved through a series of events spread throughout the year. Members of local communities participated in events organized as part of **Arfordir**, with an excavation at St Ishmael, Carmarthenshire, a highlight of the project.

Volunteer places at the **Porth Clew** excavation, Pembrokeshire, had to be rationed owing to demand, and there was a similar high level of interest from the local community in participating in the excavation at **Pant-y-Butler**, Ceredigion. Members of the local community also participated in fieldwork at **Dinefwr Park**, Carmarthenshire, and **Cors Caron**, Ceredigion. The Trust also provided the outreach element of the **NeVERN Castle** project, a partnership project involving Pembrokeshire Coast National Park and Durham University.

### Heritage Interpretation Panels and Leaflets

The provision of heritage interpretation panels continues to be an aspect, albeit a declining one, of the promotion of the historic environment in the region. During the year work was completed or continued on a series of panels for **Tycroes**, Carmarthenshire, **Nant y Ci**,

Carmarthenshire, **Bedd Taliesin**, Ceredigion and **Castell Cogan**, Carmarthenshire.

### **Exhibitions, displays and open days**

Many open days and exhibitions were undertaken as part of Exploration Tywi! In addition to these the Trust had a presence and provided exhibitions or displays at a number of events such as **St Davids Adult Learners' Week**, **Medieval Cardigan Day**, **St Davids Commons Day**, Brecon Beacon National Park **Geopark Heritage Day** and '**Mining for History in Cwmrheidol**' heritage day.

Archaeological excavation has the capacity to attract the public's attention, thus directly raising awareness of the community's heritage and by extension Wales's heritage, and also of the work of the Trust. The Trust is therefore always keen to seize the opportunity offered by excavation to promote heritage. This was achieved successfully at the several excavations undertaken as part of **Exploration Tywi!** Also at Porth **Clew** where daily tours were offered to local people and visitors during the three week project, at **Pany y Butler** where more informal tours were provided, at **Dinefwr Park**, in conjunction with the National Trust, where guided tours of the excavations was provided, and at the excavations at **Nevern Castle**.

### **Lectures, Talks and Meetings**



*Displays and exhibitions provided during the Pembrokeshire Archaeological Day School*

As in previous years, Trust staff continued to give lectures, talks and guided walks to a wide range of organisations, and papers were presented at a number of workshops, conferences and seminars. In total over 60 talks

and guided walks were organised over the course of the year. A list of these events is provided in Appendix D. Of particular note were the series of talks given by Trust staff and others at the Carmarthenshire **Archaeological Day School**, which was attended by over 50 people, and the sixth annual **Pembrokeshire Archaeology Day School**, which was organized by the Pembrokeshire Coast National Park with support from the Trust. The latter included talks by Trust staff and was very well supported, with over 140 people in attendance.

As part of the **Portable Antiquities Scheme** the Trust liaised and met with local metal detectorist groups and individuals, and continued to record artifacts discovered during the course of the year.

In addition, individual members of staff were directly involved in representing the Trust and in contributing to the activities of a large number of external organisations and groups at a national, regional and local level, for example: the Institute of Field Archaeologists Registered Archaeological Organisations Committee; the Swansea and Carmarthen Bay Coastal Engineering Group; the Cardigan Bay Coastal Engineering Group; PLANED Heritage Projects Steering Group; The Built Heritage Forum; the Castell Henllys Stakeholders Group; the St David's Diocesan Advisory Committee; Tywi Afon yr Oesoedd Board Meeting; the Hill-Forts Study Group; National Park Archaeologists Accord Meeting; Natur Executive Committee; and various local history and archaeological societies and groups. During the course of the year trust staff attended over 350 meetings.

## Reports and Publications

A booklet celebrating the heritage of **Cardigan** — *Cardigan: 900 Years of History at the Home of the Eisteddfod* — was produced in time for celebrating Cardigan's 900<sup>th</sup> year since its foundation. Several papers and short contributions were published in *Archaeology in Wales*, and two papers appeared in monograph form in memory of Terry James. Other academic reports were worked on during the year for publication in 2010-11.

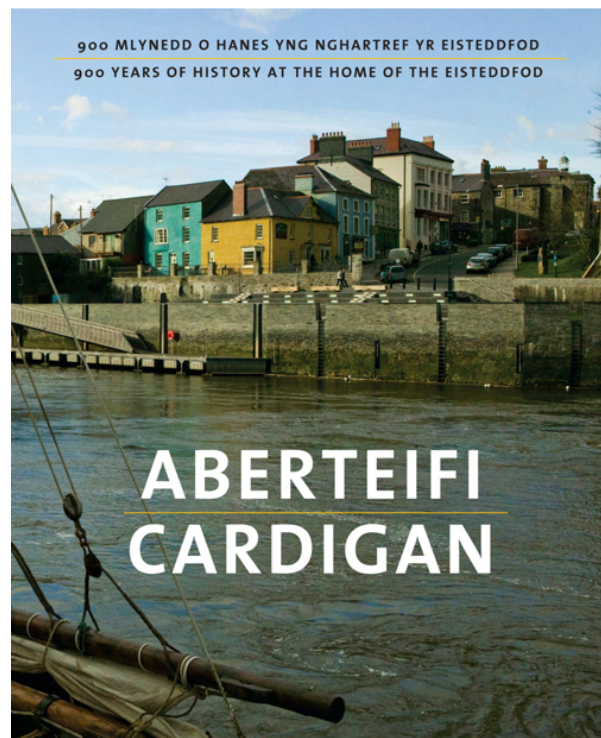
Articles were also published in magazines, journals and newsletters such as *The Archaeologist*, the *Historical Metallurgy Society Newsletter*, *Carmarthenshire Life* and *Gridline: The Magazine of National Grid Grantors*.

In addition, Trust staff produced over 90 internal reports ranging from long reports on Cadw grant-aided threat related assessments to shorter reports of just a few pages on archaeological watching briefs.

Four **Newsletters** were produced during the course of the year and were widely circulated. Contributions were also made to the Pembrokeshire Coast National Park Authority's newsletter **Historic Environment Review**.

A full list of publications appears in Appendix D.

The front cover of the *Cardigan: 900 Years of History at the Home of the Eisteddfod* booklet



## Education and University Training

### Support

Training was provided to students and other participants on the excavations at **Porth Clew**, **Dinefwr Park** and **Pant y Butler**, and opportunities continued to be provided for student and other placements in the Trust offices.

### Website

The Trust's website continued to develop, with regular additions being made during the course of the year. Following the success of previous years' dig diaries, similar daily website updates with photographs were provided for the excavations at **Dinefwr Park**, **Porth Clew**, **Pant y**

## **Butler and Nevern Castle.**

The website serves as a very valuable education and research resource and provides an effective method of disseminating information about all aspects of the Trust's work. The large number of visitors who regularly use the facility — over 160,000 visits in 2009-10 — are a measure of its success. The web address is **[www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)**

## **Press/Media**

Numerous Trust projects appeared in the media during the year, including television, radio and local newspapers and journals. **Exploration Tywi!**, **Arfordir** and **Nevern Castle** attracted most attention, with articles in local papers and local/national radio and television items.

Staff also took part in several radio interviews advertising forthcoming Trust events or describing recent archaeological discoveries.

## **ARCHAEOLOGICAL SERVICES**

The Trust's Archaeological Services section comprised two elements: the maintenance and development of the Trust's regional **Historic Environment Record (HER)**, part-funded by the RCAHMW; and **Curatorial Services**, the provision of advice to unitary and other statutory and non-statutory bodies on the protection and conservation of the historic environment. Both these services cover the unitary authority areas of **Pembrokeshire, Ceredigion and Carmarthenshire**, as well as the **Pembrokeshire Coast National Park** and part of the **Brecon Beacons National Park**.

The National Park Authority continued to provide additional financial support for the provision of Historic Environment advice on the management and promotion of the archaeology of the **Pembrokeshire Coast National Park**. This support was supplemented by a grant from Cadw for the implementation of a programme of management work relating to Scheduled Ancient Monuments within the National Park. These resources allowed the Trust to employ a full-time **Park Archaeologist**.

Continuing grant-aid for the provision of Archaeological Planning Advice (over and above the grant support from Cadw) was provided by all five of the Local Planning Authorities in the region: Pembrokeshire Coast National Park; Pembrokeshire County Council; Brecon Beacons National Park; Carmarthenshire County Council; and Ceredigion County Council. The Trust continues to be very grateful to the Authorities for this support, which helps to ensure that the high level of service provided by the Trust can be maintained.

Cadw also provided grant-aid for the Trust's initial contribution to the historic environment provisions of the all-Wales **Tir Gofal Agri-Environment Scheme**. Further grant-aid was provided by the Rural Payments Division of the Welsh Assembly Government to cover the cost of undertaking farm visits for a selected number of properties within the scheme. Tir Gofal is being phased out and replaced by a new agri-environment scheme, **Glastir**. Cadw grant-aided the digitization of management polygon outlines of archaeological areas on a Geographical Information System to inform this new scheme; this digitization will continue into the first half of 2010-11.

The Forestry Commission provided grants for the historic environment provision to the **Better Woodlands for Wales** scheme.

## **Regional Historic Environment Record**

The regional Historic Environment Record (HER) includes both a paper record and a digital database. The Trust's HER and other staff continued to enter new data, carry out routine maintenance, undertake development work and respond to internal and external enquiries. At the end March 2010 there were 76,085 records in the HER, comprising 45,562 records of archaeological sites and 30,523 records relating to fieldwork and other events.

**New Historic Environment Record software** continued to be developed by Steve Smith on behalf of the four Welsh Archaeological Trusts. This software is crucial in assisting in the enhancement and maintenance of the HERs as well as allowing public access through the Internet. Trust staff now use the software to view, edit and create new records. The element of the software allowing public access to the HER has been completed and a website front page created. The HER website, called **Archwilio**, will be launched in July 2010 at the Treftadaeth conference.

The Trust continued to be involved in the exchange of core data with the other partners of **END** (The Extended National Database for Wales).

Support continued to be provided through Cadw's curatorial grant for the wider provision of information from the HER and the development of outreach activities. 163 external enquiries were dealt with during the course of the year. Types of enquiry varied considerably, with some of the more demanding ones requiring a considerable amount of staff time. Most were answered by post or email but a significant number of enquirers visited the HER in person.

The Trust continued to attend meetings with its partners to work towards the goals outlined in the **Strategic Framework for Records Relating to the Historic Environment of Wales**.

### **Dyfed HER Charitable Trust**

The **Dyfed HER Charitable Trust** was established in 2008, with the Dyfed Archaeological Trust as the sole Trustee. The purpose of this new Trust was to safeguard the Historic Environment Record (HER) for public use in the event of insolvency of The Dyfed Archaeological Trust (the parent Trust). Four Trustee meetings were held during the year and on the **15<sup>th</sup> January 2010** a **Deed of Transfer** was signed, transferring records created during the year by the Dyfed Archaeological Trust to the Dyfed HER Charitable Trust.

### **Curatorial Services: Planning**

This area of the Trust's work related mainly to development-control tasks, though some consultations affecting archaeological sites also arose outside the planning system. During the year 4354 planning applications were notified to the Trust. Of these 1962 needed detailed appraisal, resulting in further action in 149 cases, including recommendations for assessments, evaluations, excavations and recording work in advance of development, or for watching briefs during development. On one occasion the recommendation was refusal on archaeological grounds. Although the number of planning applications was down since the previous year, the number of cases requiring further action was up. It is this casework that is the most demanding on staff time.

During the year the Trust continued to develop its good working relationships with the regional planning authorities. In response to requests the Trust's Planning Archaeologist continued to prepare briefs, agree specifications and carry out monitoring visits to a variety of developments.

The strategic or forward planning departments of all the regional local authorities were at various stages in preparing their **Local Development Plans**. Trust staff attended all stakeholder meetings to ensure that appropriate policies were in place to protect the historic environment.

Significant ongoing casework included the provision of detailed advice on applications in the region's historic towns, in other historic settlements and elsewhere.

The Trust has been involved with providing advice on two large windfarms, at **Nant-y-Moch**, Ceredigion and **Mynydd Llanllwni**, Carmarthenshire. The cultural heritage section of the Environmental Impact Assessments, based on this advice is awaited. Several meetings with Pembrokeshire County Council and others concerning a proposed by-pass at **Pembroke** were held during the year and a desk-based assessment recommended. Permission was granted for development at **Letterston**, Pembrokeshire, without pre-determination evaluation, contrary to the Trust's advice. Geophysical survey on the site detected a large number of possible

anomalies. Trial trenching, however, showed that these were natural and there is, therefore, no further archaeological constraint to the development. Pre-determination evaluation on two applications at **Croesgoch**, Pembrokeshire, in an area of known early medieval burials resulted in a recommendation for further conditioned work for one application and a conditioned watching brief on the other. Several applications were received for developments at **Trawscoed Mansion**, Ceredigion, within a registered garden and close to a Roman fort, and therefore pre-determination evaluation was recommended. The evaluation demonstrated that whilst Roman deposits exist, the impact of the development on these by the developments could be mitigated through a suitable planning condition. The Trust recommended refusal for proposed removal of stonework from the Lighterage Quay, Burton Ferry. The application has now been withdrawn.

Information and advice on heritage management issues continued to be provided outside the local planning framework in respect of forestry, the treatment of metal-mine sites, coastal sites and agricultural operations.

The Trust responded to 52 consultations from service industries, including schemes from **Dwr Cymru/Welsh Water** and the **Environment Agency**. The Trust was commissioned to act as archaeological curator on the **A40 Penblewin to Slebech** road improvement scheme, Pembrokeshire.

Information was provided on 10 **Hedgerow Removal Notifications** for Carmarthenshire, Ceredigion and Pembrokeshire. As in previous years, at Cadw's request, the Trust continued to comment on **Scheduled Monument Consent Applications**.



*Excavation of a prehistoric burnt mound on the course of the A40 Penblewin to Slebech road scheme*

## **Curatorial Services:**

### **Heritage Management**

During the course of the year the Trust responded to consultations on a variety of issues that have relevance to the historic environment, including a further response to the **Axis II** review on the future of agri-environment schemes. These were followed by a series of meetings and submissions.

The Trust continued to provide advice to the **St David's Diocesan Advisory Committee** on faculties. The Trust was represented on a number of other groups, including: a steering group for three heritage tourism projects managed by **PLANED**; the **Built Heritage Forum**; **20<sup>th</sup> Century Military Structures Working Group**; **Carmarthen and Swansea Bay Coastal Engineering Group**; the **South Pembrokeshire Ranges and Recording Advisory Group**; and **ALGAO** (Association of Local Government Archaeological Officers).

Several interesting finds were recorded during the Trust's continued participation in the **Portable Antiquities Scheme**, a voluntary system for the reporting and recording of

archaeological finds; these included an Iron Age bronze coin tentatively attributed to Dubnovellaunus and a seventeenth century token of Joseph Gleson of Dedham. As both these objects came from Ceredigion, but are normally found in the southeast of England, their provenance may be secondary.

A large percentage of the **Pembrokeshire Coast National Park Archaeologist's** time was taken up with the Nevern Castle project, including some participation on the excavation. Some time was also spent on the **Porth Clew** excavation, and on the geophysical survey at **Crugiau Cemmais**. Time was also devoted to the **Arfordir** project, to organising the Pembrokeshire Archaeological Day School and to continuing Scheduled Ancient Monuments casework.

## **FINANCIAL REVIEW**

As a voluntary sector organisation the Trust continues to be heavily dependent upon grant-aid from Cadw and the Royal Commission. This grant-aid accounted for just over 44% of the Trust's total incoming resources (2008-09: 44%). The Trust is most grateful for this continued support.

For the year ended 31st March 2010, 5% of the total resources expended went on management and administration of the charity (2008-09: 8%), a small amount on publicity and advertising and the rest on direct charitable expenditure on the activities described above.

The accounts for the year to 31<sup>st</sup> March 2010 show a deficit of income over expenditure of £12,787 (2008-09: surplus £1,189).

### **VAT**

The Trustees draw your attention to Note 22 in the Notes to the Financial Statements in respect of the Exceptional Item concerning the Trust's late VAT registration.

### **Reserves policy**

The Trust has a reserves policy that is required in order to maintain services should temporary problems be experienced in any of the major areas of income or expenditure, or should the Trust become exposed to an unexpected financial contingency. It is intended that the reserve would cover any financial shortfall in the short term until appropriate action could be taken to remedy the situation. The reserves would only be used in the following circumstances: redundancy costs when all other sources were exhausted; essential operating costs when all other sources were exhausted; and when entering any enforced overdraft. The minimum reserve figure has been calculated on the basis of the redundancy costs of six members of staff of varying grades.

The reserve fund was established in 2000/2001 with an initial sum of £15,000. The Trustees have decided to transfer 10% of any operating surplus, or £5,000, whichever was the lower, into the reserve fund on an annual basis. Due to the unfavourable financial situation no funds were transferred to the reserve fund in 2007-08 or in 2008-09. At the end of 2009-10 £10,000 was transferred into the reserve fund.

### **Designated funds**

At the beginning of the financial year the Trust had a sum of £2,072 committed to the continuing development of the new digital platform for the regional Historic Environment Record. During the year expenditure of £2,072 was made against this fund, which has now been exhausted.

### **Risks review**

The Management Committee continues to review the major risks to which the charity is exposed. This process includes a review of the systems that have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation

of all transactions, along with the development of a system for regularly monitoring the progress of individual projects and for ensuring there is adequate back-up provided for essential staff skills. These procedures continue to be periodically reviewed to ensure that they still meet the needs of the charity.

### **Prospects for 2010-11**

The Trust has negotiated an approved Cadw grant of £276,751 for 2010-11, compared with an initial grant of £291,678 in 2009-10. This lower award is due to Cadw anticipating an initial 5% budget cut followed by a mid-year 5% cut. In addition, £29,930 of funding for the HER has been agreed from RCAHMW (this is a standstill budget at 2009-10 levels). At the end of the 2009-10 financial year, some £315,221 from other sources had already been secured for 2010-11 (£310,662 for the year 2009-10).

### **Statement as to disclosure of information to Auditors**

So far as the Trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### **AUDITORS**

Clay Shaw Butler Limited has indicated their willingness to continue in office.

**By order of the Board of Trustees**



**K Murphy**  
**Company Secretary**

**1 September 2010**