

# **ST ALBANS & HERTFORDSHIRE ARCHITECTURAL & ARCHAEOLOGICAL SOCIETY**

## **TRUSTEES' ANNUAL REPORT FOR THE PERIOD FROM 1 JUNE 2022 TO 31 MAY 2023**

The trustees present their report for the year ended 31 May 2023.

### **Reference and administrative details**

Registered name: The St Albans & Hertfordshire Architectural & Archaeological Society

Registered charity number: 226912

#### Principal address:

79 The Park  
St Albans  
AL1 4RX

#### Trustees:

John Morewood (President)  
Bryan Hanlon (Secretary)  
Tony Dolphin (Treasurer)  
Christine McDermott  
Peter Burley

#### Independent examiner:

Cathy Phillips FCCA  
22 Clarence Road  
St Albans  
AL1 4NE

### **Structure, governance and management**

The Society is an unincorporated association governed by its constitution, which was adopted by members at the Annual General Meeting held on 13 September 2016.

The Society has five Trustees: the President, the Secretary, the Treasurer and two others. The Secretary and Treasurer are elected annually by the Annual General Meeting. The President and the other two Trustees are appointed by the Council from among its members. The Council is also elected annually by the Annual General Meeting.

The Council is responsible for the general management of the affairs of the Society and for organising its various activities.

### **Objectives and activities**

The St Albans & Hertfordshire Architectural & Archaeological Society ("the Society") is established for the following purposes:

1. to promote public interest in, and improve public knowledge of, the architecture, archaeology and history of St Albans and Hertfordshire;
2. to work to secure the protection of monuments, structures or other features of architectural, historical or archaeological interest;
3. to maintain its own library; and
4. to encourage the preservation, and the deposit in suitable collections, of written documents, in any format, and material of historical interest.

In the year ending 31 May 2023, the Society organised a series of 25 lectures, some held in person only, some held over Zoom only and some held both in person and over Zoom. These covered a wide range of architectural, archaeological and historical topics. The Society also circulated to its members and posted on its website a quarterly award-winning newsletter containing information about the Society and articles about local architecture, archaeology and history. It arranged three excursions and it maintained a library and website for members and non-members. It also published the second book in its 'Concise Histories' series on St Michael's Village.

In addition, the Society organised a number of events. A major exhibition on the Second Battle of St Albans was mounted in the St Albans Museum and Gallery. A history fair, to which several other local history and archaeological societies were invited, was organised and open to the public. And an archaeological conference was held in conjunction with Welwyn Archaeological Society. Members of the Society also volunteer their time to open the city's Clock Tower to the public.

The Society's President and other Council members have also campaigned on a number of issues, chiefly around the preservation of sites and items of historical and architectural interest in St Albans.

The trustees believe all these activities were in accordance with the Society's objectives and that they have had regard to the guidance issued by the Charity Commission on public benefit.

### **Achievements and performance**

The trustees believe the performance of the Society this year has been very good. Membership has increased from 659 at the start of the year to 700 at its end. Our lectures have all been well attended, numbers at the archaeology conference exceeded expectations and excursions have been fully-booked. Feedback on the newsletter is always very positive.

The history fair attracted many members of the public who were not members of the Society, or of one of the other societies exhibiting, and successfully raised awareness of aspects of the history, archaeology and architecture of St Albans. The Museum and Gallery staff praised the quality of the exhibition on the Second Battle of St Albans.

Through working with other interested parties, campaigning in a local online newspaper and lobbying members of the local council, the Society has raised awareness of a number of local sites of historical and architectural interest that are 'at risk' due to neglect and is hopeful that action will be taken towards preserving some of them.

### **Financial review**

The Society's income increased to £27,662 from £22,901 in the year ending 31 May 2022.

Our main source of income is membership subscriptions. The number of paying members continues to rise and income from this source increased to £12,228 in 2022/23, despite no change in fees. Gift Aid of £2,595 was received this year. This is considerably less than in 2021/22 when the figure was boosted by the Gift Aid on a large one-off donation to the Society. The Society plays a role in the management of the St Albans Clock Tower and receives a share of the income it generates, which in 2022/23 amounted to £3,500. Other income included £2,077 from publications, £2,032 for excursions and £1,194 from lectures.

The Society's expenditure increased to £27,325 from £21,134 in the year ending 31 May 2022.

The total cost of our extensive programme of lectures, including lecturers' fees and expenses and hall hire was £2,842. An increase in printing costs lifted the cost of publishing our newsletter to £3,609. The cost of our library, including specialist software, book purchases and equipment was £2,742. The major exhibition on the Second Battle of St Albans in the city's Museum and Gallery cost £7,535. We held a number of events for the public and for members during the year, including a history fair and an archaeology conference and expenditure on these events was £2,257.

On 31 May 2023, the Society held £45,942 in unrestricted funds, of which £5,041 was designated for particular purposes. The Trustees have reviewed the Society's reserves policy and continue to believe that undesignated funds should not fall below expected annual expenditure. Reserves are currently in excess of this level, meaning that the Society is well-placed to undertake new projects and the trustees and Council will be considering a number of options.

#### **Funds held as custodian trustees on behalf of others**

The Society is responsible for the Mayor's History Fund, which can only be used to assist researchers with the costs of research into the history of the St Albans District. St Albans and District Council have passed management of this Fund onto the Society, judging it better placed to assess the merit of applications for funding. The History Fund is ring-fenced within the Society's accounts and an appropriate proportion of interest income is allocated to it. On 31 May 2023, the Society held £3,124 for future awards.

#### **Declarations**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signature:



John Morewood – President

Date: 10 October 2023

**ST ALBANS & HERTFORDSHIRE ARCHITECTURAL & ARCHAEOLOGICAL SOCIETY**  
**BALANCE SHEET AS AT 31 MAY 2023**

	Notes	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
<b>FIXED ASSETS</b>		0	0	0	0
<b>CURRENT ASSETS</b>					
Prepayments	2	2,739		2,739	1,839
Cash at bank					
Lloyds Bank current account		830		830	1,262
CAF Bank current account		575		575	
PayPal		336		336	341
CAF Bank Gold account		49,037	3,124	52,161	46,290
		<u>53,516</u>	<u>3,124</u>	<u>56,640</u>	<u>49,733</u>
Liabilities					
Subscriptions received in advance	3	(998)		(998)	(1,004)
Payments due for Second Battle Exhibition	4	(6,576)		(6,576)	
<b>NET CURRENT ASSETS</b>		<u>45,942</u>	<u>3,124</u>	<u>49,066</u>	<u>48,729</u>
<b>TOTAL NET ASSETS</b>		<u><u>45,942</u></u>	<u><u>3,124</u></u>	<u><u>49,066</u></u>	<u><u>48,729</u></u>
<b>FUNDS OF THE SOCIETY</b>					
Undesignated funds		40,901		40,901	40,008
Designated funds	5	5,041		5,041	5,566
Restricted funds	6		3,124	3,124	3,154
<b>TOTAL FUNDS</b>		<u><u>45,942</u></u>	<u><u>3,124</u></u>	<u><u>49,066</u></u>	<u><u>48,729</u></u>

Notes:

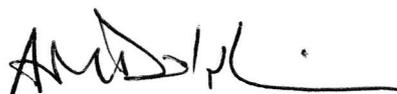
- Totals may differ from the sum of components due to rounding.
- Prepayments include payments for subscriptions, insurance policies and the use of the library's management system that extend beyond 31 May 2023 and for an excursion and a lecture that were held after 31 May 2023.
- Annual subscriptions to the Society that are received before the start of the relevant year are recorded as liabilities.
- Two outstanding payments relating to the Society's mounting of an exhibition on the Second Battle of St Albans, which were unpaid on 31 May 2023, are also recorded as liabilities.
- Designated funds are funds set aside for special projects and unusual expenditure (£3,403); Wheathampsted Ewer (£436) and surplus from Verulamium conference (£1,202).
- The Society is responsible for managing the Mayor's History Fund. The use of these funds is restricted and they can only be used for research into local history.

Approved by the Trustees of the Society and signed on their behalf.

Date:

29<sup>th</sup> September 2023

Signed:



Tony Dolphin  
Hon Treasurer

**ST ALBANS & HERTFORDSHIRE ARCHITECTURAL & ARCHAEOLOGICAL SOCIETY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MAY 2023**

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
<b>INCOMING RESOURCES</b>				
Donations and legacies				
Subscriptions	12,228		12,228	10,839
Gift Aid	2,595		2,595	4,495
Donations: Clock Tower	3,500		3,500	1,500
Donations: Other	1,168		1,168	1,042
Charitable activities				
Lectures	1,194		1,194	1,053
Excursions	2,032		2,032	1,173
Publications	2,077		2,077	1,576
Library	184		184	288
Archaeology conference	959		959	
New Year party	673		673	
HA&H Sales	97		97	734
Sundry income	583		583	192
Investments				
Interest received	350	21	371	9
<b>Total Incoming Resources</b>	<b>27,640</b>	<b>21</b>	<b>27,662</b>	<b>22,901</b>
<b>RESOURCES EXPENDED</b>				
Raising funds				
Excursions	1,630		1,630	1,018
Archaeology conference	773		773	
New Year party	170		170	
Book launches	165		165	182
Charitable activities				
Lectures	2,842		2,842	3,083
Newsletters	3,609		3,609	3,132
Publications	430		430	2,759
Library	2,742		2,742	1,216
Website	450		450	565
IT costs	626		626	761
History fair	1,149		1,149	
Exhibition on Second Battle of St Albans	7,535		7,535	
Dissolution project	86		86	296
St Julians project	25		25	32
New equipment	455		455	5,175
Postage	1,152		1,152	910
Printing & stationery	698		698	236
Insurance	847		847	634
Subscriptions	294		294	271
Donations	774		774	597
Bank charges	604		604	173
Sundry costs	217		217	95
Mayor's History Fund		52	52	
<b>Total Resources Expended</b>	<b>27,273</b>	<b>52</b>	<b>27,325</b>	<b>21,134</b>
<b>NET INCOME RESOURCES</b>	<b>368</b>	<b>-31</b>	<b>337</b>	<b>1,767</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>45,574</b>	<b>3,154</b>	<b>48,729</b>	<b>46,963</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>45,942</b>	<b>3,124</b>	<b>49,066</b>	<b>48,729</b>

Notes:

1. Totals may differ from the sum of components due to rounding.

**ST ALBANS & HERTFORDSHIRE ARCHITECTURAL & ARCHAEOLOGICAL SOCIETY  
(Charity number 226912)**

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES**

I report to the Charity's trustees on my examination of the accounts of the St Albans & Hertfordshire Architectural & Archaeological Society (charity number 226912) for the year ended 31st May 2023, which comprise the Statement of Financial Activities and Balance Sheet.

**Respective responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**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 which give me cause to believe that in, any material respect:

1. the accounting records were not kept in accordance with section 130 of the Charities Act 2011; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 accounts to be reached.

Signed:



Date: 29/09/2023

C Phillips FCCA  
22 Clarence Road, St Albans, AL1 4NE