



**TRUSTEES REPORT 2019, BASED ON MINUTES OF THE 54TH ANNUAL GENERAL  
MEETING OF THE QUATERNARY RESEARCH ASSOCIATION HELD AT UNIVERSITY OF  
CHESTER,  
3 JANUARY 2019**

The President, Professor Neil Glasser, chaired the meeting, which was attended by 43 members of the Association and one non-member:

Mark Bateman, Clare Boston, Becky Briant, Richard Chiverrell, Lauren Davies, Steve Davison, Jonathan Dean, Geoff Duller, Joanne Egan, Ian Fairchild, Trevor Faulkner, William Fletcher, Mick Frogley, Neil Glasser (Chair), Mark Hardiman, Philip Hughes, Liz Hurrell, Matt Jones, Sandra Gomes, Maria F. Sanchez Goñi (non-member), Christine Lane, John Lowe, Barbara Mauz, Fflyff McClaren, Gina Moseley, Madeline Moyle, Sean Pyne-O'Donnell, Adrian Palmer, Emma Readitt, Luis Rees-Hughes, Geoff Richards, Helen Roberts, Helen Roe (minutes), Robyn Seymour-Jones, Timothy Shaw, David Shirley, Grace Skirrow, Charlotte Slaymark, Rachel Smedley, Richard Staff, Abi Stone, Mike Walker, Graham Wilson, Ann Wintle.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The President welcomed everyone to the meeting. Apologies were received from Eleanor Brown, Kim Davies, Tom Roland, Katherine Selby and Tom White.

**2. MINUTES OF THE 53<sup>RD</sup> ANNUAL GENERAL MEETING**

These were accepted as a correct record of the meeting.

**3. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes that were not covered elsewhere in the agenda.

**4. PRESIDENT'S REPORT**

The President began his report by thanking the organisers of the 2018 ADM (held at Plymouth University) for putting together such a professional and positive experience for all attendees.

**a. Finances.** The President commented on the financial health of the Association and noted that an increase in income from JQS had enabled additional awards to be made during 2018. He underlined his ongoing commitment to ensuring that reserves are spent efficiently to support the activities of the QRA.

**b. Treasurer duties.** The President thanked Tom White for agreeing to resume the role of Treasurer in August 2018 after Jack Lacey had stood down. He noted that the Treasurer role has become increasingly demanding in recent years and that the Executive have begun to consider ways of devolving some of the duties which have traditionally been underaken by the Treasurer to others. One model under consideration is to seek the support of an accountant to help with auditing and other tasks (*see further discussion on this under item 6a*).

**c. GDPR Compliance.** The President thanked John Hiemstra and Tom Roland for their help in ensuring that the Association is compliant with the new data protection (GDPR) legislation which was introduced in May 2018.

**d. Trustees Annual Report 2016-2017.** This report had been prepared by Jack Lacey and submitted in late May 2018.

**e. Geological Society Specialist Groups Meeting.** The President had attended this annual meeting on behalf of the Association in May 2018. He noted that in comparison to many other affiliated groups, the QRA are in a strong financial position as a result of the JQS income.

**f. INQUA Foundation.** The President noted that he had received a letter from the INQUA President asking the Executive to consider supporting the formalisation of a new '*Foundation for International Union for Quaternary Research*'. This change will (i) enable INQUA to be registered as a non-profit organization in the Netherlands; (ii) provide legal protection for officers of the INQUA Executive; and (iv) enable INQUA to accept donations from individuals and corporations to support its activities. The Committee had supported this unanimously.

**g. INQUA 2019.** The President reiterated the Association's support for the forthcoming INQUA Congress, being held in Dublin in 2019 and emphasized that the QRA will play an important contributory role. This will include running five INQUA fieldtrips and running an INQUA Congress Travel Grant scheme. He encouraged members to actively engage with the Congress and to check the INQUA and QRA websites for further details.

**h. Conservation issues.** The President reported that following a request from a QRA member, he had been asked to submit a response to the Ministry of Housing, Communities and Local Government consultation on the National Planning Policy Framework (NPPF) and had duly completed this with significant input from the Conservation Officer, Eleanor Brown (see also *item 9*).

**i. JQS matters.** The President informed the meeting that he is no longer editor for *Quaternary Science Reviews*, but serves as the Executive Committee's formal representative on the editorial board of *JQS*. The President commented that the volume of submissions to *JQS* remains healthy and thanked the editor, Geoff Duller and the Editorial Board for their ongoing work (see also *item 5d*). The editor acknowledged this, and reported that a new contract with Wiley had been negotiated during 2018, which had resulted in good terms for the QRA (see *item 6(iv)*). It was noted that Neil Roberts will take over as *JQS* editor from January 2020.

**g. Honours and awards.** As part of the 2018 AGM (held during the ADM), the James Croll Medal had been awarded to Jan Mangerud. Honorary Membership was conferred on Steve Brooks. Full citations were published in *Quaternary Newsletter (QN)* 144.

**h. Deceased members.** The President reported that several members had sadly passed away. Martin Aitken and Honorary Member John Catt had both died in 2017 and obituaries has been published in 2018 in *QN* 145. An obituary for Honorary Member Brian Sissons was published in the same volume. Honorary Member Chalmers Clapperton had also sadly passed away in November 2018; an obituary will appear in a forthcoming issue of *QN*. The President called for a brief silence by way of remembrance.

## 5. ANNUAL REPORT OF THE SECRETARY

**a. Membership.** Total membership of the Association currently stands at **1290** (Table 1).

	2012	2013	2014	2015	2016	2017	2018	Change (17-17)
Ordinary Members	602	598	636	656	615	682	677	-5
Postgraduate Members	343	344	368	358	289	369	395	+26
Unwaged/Retired Members	141	145	146	147	134	137	137	0
Honorary members	29	31	35	38	38	41	40	-1
Institutional members	29	37	29	26	21	22	17	-5
Corresponding members*	20	19	23	23	23	23	24	+1
<b>Total Membership</b>	<b>1164</b>	<b>1174</b>	<b>1237</b>	<b>1248</b>	<b>1120</b>	<b>1274</b>	<b>1290</b>	<b>+16</b>

**Table 1.** Summary of membership data as of 1 December 2018. \*Includes copyright members

Subscriptions for 2018 were unchanged at £20, with a reduced rate of £10 for students and unwaged members. The institutional membership rate is £35. On behalf of the membership, the Executive Committee once again thanked Val Siviter for all the hard work she does for the Association, notably with regard to management of the membership database.

## **b. Meetings**

### **i) Annual Discussion Meeting**

*Data/model inter-comparison in Quaternary Research*

Plymouth University, 3–5 January 2018

Organisers: Stephanie Mills, Caroline Clason, Neil Roberts, Ralph Fyfe, Nicki Whitehouse, Matt Telfer, Anne Mather, Tim Daley, Jessie Woodbridge

Attendees: 82. Report: *QN* 145 (June 2018)

### **ii) Field Meeting**

*Palaeolithic Archaeology in the Breckland*

Breckland, Norfolk, 28 June 2018

Organiser: Simon Lewis

### **iii) 23rd Annual QRA Postgraduate Symposium**

University of Glasgow, 22–24 August 2018

Organiser: Charlotte Slaymark

Attendees: c. 25

### **viii) Joint QRA/GLWG Overseas Field Meeting**

*Glacial land systems of SE Iceland: Quaternary applications*

Reynivellir, Iceland, 31 August – 8 September 2018

Organiser: David Evans

Grantown-on-Spey, 26–29 October 2017

Organiser: Jon Merritt, Clive Auton, Emrys Phillips and Callum Firth

The QRA also **co-sponsored** five meetings in 2018:

(i) *Paleochronology Building Workshop II*, held in January in Mexico (organized by Maarten Blaauw, Marco Aquino, Paula Reimer, Andrés Christen);

(ii) *EGU training school for early-career scientists - Glaciers, moraines and climate: Challenges of identifying, dating and extracting palaeoclimatic data from former glacier fluctuations* held in Inchnadamph, Scotland in August (organized by Sven Lukas, Jostein Bakke, Clare Boston, Natasha Gribenski, Susan Ivy-Ochs and Willem van der Bilt);

(iii) *The Fourth Sea Level and Coastal Change (SLaCC) Field Conference* held in Fort William Arisaig & Kentra, Scotland in September (convenors: Rob Barnett, Sarah Woodroffe, Ian Shennan);

(iv) *Global Palaeofire Working Group: Diverse knowledge systems for fire policy and biodiversity conservation: integrating palaeoecology, traditional knowledge and stakeholders* held in Egham in September (organized by Daniele Colombaroli, Jay Mistry, Alice Milner and Boris Vannière);

(v) *9th International Symposium on Testate Amoebae (ISTA9): Recent Advances and Future Research Priorities* held in Belfast in September (organized by Helen Roe, Andrew Macumber, Graeme Swindles and Stephen Prentice).

The **Wiley Annual Lecture** for 2018 was delivered during the Annual Discussion Meeting held at Plymouth University by Marie France Loutre (PAGES) entitled *A brief tour in the world of complementarity between data and models*.

The Executive Committee extends its thanks to the many people who organised meetings, supported the meetings through their participation and who reported on these activities in *QN* for the information of the wider membership.

## **c. QRA Grants and Awards**

During the 2017-18 financial year, **£50,262.50** was awarded by the QRA to 58 of its members under its standard awards schemes. Full details are provided in the Awards Officer's report (*agenda item 7*). This represents a significant increase on the sum allocated in 2016-2017 (£30,840.40).

Details of all QRA grants and awards are available on the QRA website: [qra.org.uk/grants](http://qra.org.uk/grants)

#### **d. Publications**

##### ***Quaternary Newsletter***

3 issues: 144 (Feb 2018), 145 (June 2018), 146 (October 2018)  
Editor: Dr Abi Stone (Manchester)

##### ***Journal of Quaternary Science***

*Volume 33: containing 71 research papers across eight issues, one of which was themed (Issue 3, The impact of drastic environmental changes in prehistoric hunter-gatherer adaptations, edited by João Cascalheira and Nuno Bicho).*

Editor: Professor Geoff Duller (University of Aberystwyth)

#### **QRA Field Guides**

One new field guide was published: *Glacial Landsystems of Southeast Iceland - Quaternary Applications* (Evans) to accompany the joint QRA/GLWG field meeting held in Iceland in August-September 2018. Five field guides are currently in production for INQUA 2019. A further guide is being prepared to support a joint GLWG / QRA to be run in October 2019 in *Glenclova and Strathmore*.

See the Publications Secretary's report for further details (*item 8*).

#### **e. Research Groups and Study Groups**

The Research Group scheme is designed to provide a small quantity of start-up funding over a three-year period for specialist Quaternary research groups, with the aim to bring research communities together, foster communication and provide an opportunity for new research projects to be formulated. The scheme has launched a number of significant research collaborations in the past.

The QRA has recently supported one research group, SLACC, which completed its three-year period of funding at the end of 2018. The aim of the **Sea Level and Coastal Change Research Group** (SLACC) is to draw together scientists from the UK and NW Europe that are actively researching sea-level and coastal changes and the impact of sea-level change on the coastal environment, in the past, present and future. They have organised annual meetings to discuss sea-level and coastal change over a range of time and spatial scales but with particular relevance to vulnerable coastal communities within the UK and NW Europe. Their fourth meeting was held in September 2018 in NW Scotland (jointly with the QRA) and a report published in *QN 147*. More information can be found at: [dur.ac.uk/geography/slacc/](http://dur.ac.uk/geography/slacc/)

New proposals for research groups are invited at any time and may be discussed with the Secretary in the first instance. These will be put to the membership for approval at the Annual General Meeting.

Study Groups were established with the purpose of enabling small groups of researchers to be associated with the QRA. Study Groups do not receive any funding from the QRA. Anyone interested in forming such a group should contact the Secretary.

#### **f. Outreach**

As a registered charity, outreach is an important part of our activities and, as our Outreach and External Liaison Officer, Kim Davies has been pro-active in pushing forward our activities on this front.

##### ***(i) QRA Undergraduate Dissertation Prize***

Twelve entries were submitted this year. The winner of the 2018 prize was Jack Wharton (UCL) for his thesis entitled '*Reconstructing AMOC over the past 7,000 years: Is the Industrial Era weakening an unprecedented event?*' An abstract of the winning dissertation will be published in *QN*.

The judges wish to highly commend two other students who conducted substantial field and laboratory based studies. Tamara Brian (University of Cambridge) produced a meticulous and beautifully presented dendrochronological study of the Lötschental valley in Switzerland. Annabel Everard (University of St

Andrews) conducted a fine palaeoecological study of evidence of changing burning and grazing regimes preserved in blanket bogs in the eastern Scottish Highlands.

The Association thanks the examiners Martin Kirkbride and Will Fletcher, and acknowledges the continuing support of Catherine Souch and others at the RGS for the administration of the prize.

#### *(ii) QRA Outreach Award*

The QRA encourages its members and others to promote and foster engagement between Quaternary science and a wide and diverse audience. In support, we maintain an annual Outreach fund from which grants are awarded. This year we contributed funding towards three initiatives:

- *The Secrets of Ireland's Peatlands: Bog Bodies, Volcanoes & Climate Change* outreach event hosted by a team from Queen's University Belfast and held in the Ulster Museum, Belfast on the 11th September 2018. A report on this event will appear in a forthcoming issue of *QN*.
- *CRYONUS: a website analysing the past behaviour of glaciers and ice sheets*. This project seeks to provide the cosmogenic nuclide community with analytical tools and information regarding the science to the Quaternary community and to a wider public audience. The website is due to be launched in the coming months and the QRA will help publicise the site once it is complete.
- Sponsorship from both Outreach and Geo-conservation Awards for the exploration of a *new talus cone in Joint Mitnor Cave, Buckfastleigh*. The Pengelly Trust, with the support of Natural England, have been carrying out the investigations and will be communicating the findings of the new excavation to visitors in the coming months.

Outreach Awards are normally up to £1000, although larger requests will be considered – please see the QRA website for a list of previously funded projects. For more details please contact the Outreach Officer (outreach@qra.org.uk).

#### **g. Executive Committee**

Several members of the Executive Committee completed their terms of office:

- August 2018: Jack Lacey (Treasurer - *stood down - replaced by Tom White on an interim basis*)
- September 2018: Rachel Devine (Postgraduate Representative)
- January 2019: David Bridgland (Vice President), Adrian Palmer (Awards)

The Executive Committee extends its thanks to all these individuals on behalf of the membership for their hard work and contributions towards the running of the Association throughout their periods in office.

We welcomed a new postgraduate representative on to the Executive Committee in September, Luis Rees-Hughes (Leeds), who will represent the QRA postgraduate community for the next two years.

#### **h. Postgraduate activities**

Postgraduate events continue to be an important component of the activities of the Association. The Annual Postgraduate Symposium series continued, with the 2018 event being held at University of Glasgow in September. The meeting was a success and a full write-up of the event will appear in a forthcoming issue of *QN*. Postgraduate interests are represented on the Executive Committee by two members, who are elected at the Annual Postgraduate Symposium (both posts last for two years). The postgraduate representatives also maintain the social media accounts of the Association.

#### **i. Publicity**

This year has seen continued development of the functionality and content of the new website, including further improvements to the online bookstore; further upgrades are in the pipeline. Our Publicity Officer, Tom Roland, is thanked for continuing to oversee the website improvements. Members also now receive mailshots to their email accounts approximately once a week: relevant announcements should be sent to the Publicity Officer for circulation (publicity@qra.org.uk).

The Secretary's report was ACCEPTED by the membership.

## 6. ANNUAL REPORT OF THE TREASURER

This item was presented by the President on behalf of the Treasurer. The financial report was prepared by Jack Lacey and Tom White.

### a. Re-evaluation of the Treasurer role

The President noted that the Treasurer role has become increasingly demanding in recent years as the number of award schemes run by the Association has increased, and the number of funded applications has correspondingly risen. In addition to arranging the transfer of funds to award winners, the Treasurer manages all aspects of the Association's finances, prepares the Annual Charity Commission Report, and reviews grant applications as a member of the QRA Awards Panel. The significant time-commitment associated with these tasks had been discussed by the Executive. The Committee had agreed that the Treasurer should be relieved of some of these duties, including the commitment to participate in the Awards Panel (*see item 7b*).

The President reported that another solution to ease the burden of the Treasurer role would be to seek professional support to help with financial management (for example, from an accountant or other similarly qualified financial expert). Following further discussions, a motion was proposed by Christine Lane that a consultation exercise should be undertaken in 2019 with appropriate external agencies to consider this. This was seconded by Richard Chiverrell. A further update on this issue will be passed on to the membership, probably via the Circular. *Action: Treasurer and Executive*

### b. Financial Report 2017-2018

The financial report below covers the period 1 August 2017 to 31 July 2018. Accounts are detailed in Table 2. The Association's financial activities have been generally comparable to previous years and remain healthy and stable.

#### (i) Income

In total, the Association's income from subscriptions and book sales amounted to £18,064. This comprises £9,237 from membership subscriptions paid via standing order, £1,534 from book sales paid by cheque, and £7,292 from subscriptions and book sales paid for online through the QRA's website via the Stripe payment system. The Association received an important amount from Wiley as a profit-share from the publication of *Journal of Quaternary Science* (JQS), which totalled £75,065 (an increase on last year following contract renewal). Other royalties from the Publisher's Licensing Society amounted to an additional £1,659. The Royal Society contribution towards the UK's membership of INQUA was £5,910, which continues to support the UK as a top-level INQUA contributor. The QRA Treasurer has responsibility for administering a fund from Wiley for the JQS Editorial Board, which is ring-fenced for use on JQS expenses (honoraria, meeting expenses). The payment from Wiley for 2018 was £15,465. Overall, the Association's working income (subscriptions, book sales, royalties) for financial year 2017-18 was £94,788, and total income was £117,606.

#### (ii) Expenditure

Day-to-day running costs of the Association have continued to decrease from £16,056 to £13,520, which is principally due to a reduction in printing and postage costs following the transition to digital distribution of *Quaternary Newsletter*. The Association's budget to support activities through grants, awards, and sponsorship increased to £56,803 from last year's total of £32,370. The UK subscription to INQUA for 2017 was £12,349. Overall expenditure for 2016-17 was £80,465.

#### (iii) Year-end financial status

At the end of July 2018, the Association held:

- £ 91,296.85 in our Bank of Scotland Treasurer's Account
- £ 27,542.73 in our Bank of Scotland Publications Account
- £ 92,347.82 in our HSBC Community Account
- £ 40,556.89 in our HSBC Manager's (savings) Account

The Association started the 2017-18 financial year with total funds of £239,186.49 and ended with £251,744.29. As always, the Treasurer will aim to break-even within the financial year. Ring-fenced sums within our holdings include c. £15,300 held in trust for the Bill Bishop Award, £85,500 for the INQUA fund, £5000 for the Lewis Penny Medal, £26,600 for administering the JQS Editorial Board, and £30,000 is designated to meet any unexpected liabilities.

*(iv) Plans for future periods*

Renegotiation of the QRA's JQS contract substantially increased the Association's annual royalty income. To balance the higher working income, the Executive Committee agreed that spending on selected standard awards would increase and a Geoconservation Award would be introduced from September 2017. A prestigious 'QRA Award' (upper limit £5000, to be introduced January 2019) and the new award limits increased awards spending by over £24,000 in 2017-18. The QRA's financial position means that we will be available to provide important funding opportunities for the 2019 INQUA Congress in Dublin; the QRA awarded £24,000 to 43 Members to support attendance at the 2015 INQUA Congress in Japan. This funding level can be maintained for Dublin 2019.

*(v) Auditing*

The finances have not yet been audited and were submitted to the AGM subject to approval by the external auditor.

## **b. Statement of financial activities**

**Table 2** Income and expenditure on the Treasurer's account for 1<sup>st</sup> August 2017 to 31<sup>st</sup> July 2018.

<b>INCOME</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Subscriptions	£12,141.07	£11,250.37	<b>£9,237</b>
Book sales	£1,925.00	£1,204.90	<b>£1,534</b>
Subs/book sales (Stripe payments)	£9,324.05	£6,998.22	<b>£7,292</b>
<b>Total Subs/Book Sales</b>	<b>£23,410.12</b>	<b>£19,453.49</b>	<b>£18,064</b>
Publisher's Royalties (JQS)	£44,055.00	£45,399.00	<b>£75,065</b>
Publisher's Royalties (PLS)	£2,730.91	£894.85	<b>£1,659</b>
Royal Society: INQUA Subscription Support	£5,480.00	£6,257.45	<b>£5,910</b>
Surplus on Meetings	£2,044.88	£1,809.84	<b>£587</b>
Bank refunds	£1,809.80	£1,080.00	<b>£720</b>
Advertising	£1,500.00	£0.00	<b>£0.00</b>
Returned awards	£1,150.00	£0.00	<b>£113</b>
Donations	£317.57	£317.57	<b>£0.00</b>
Interest Received	£27.76	£19.45	<b>£23</b>
<b>Total Other Income</b>	<b>£59,115.92</b>	<b>£55,778.16</b>	<b>£1,443</b>
<b>JQS Editorial Board (ring-fenced budget)</b>	<b>£14,000.00</b>	<b>£29,000.00</b>	<b>£15,465</b>
<b>TOTAL INCOME</b>	<b>£96,526.04</b>	<b>£104,231.65</b>	<b>£117,606</b>
<b>WORKING INCOME</b>	<b>£70,196.03</b>	<b>£65,747.34</b>	<b>£94,788</b>
<b>EXPENDITURE</b>			
Newsletter & Circular printing	£4,760.00	£2,936.00	<b>£764</b>
Newsletter postage	£6,099.18	£3,055.07	<b>£1,865</b>
Admin support	£6,000.00	£6,000.00	<b>£6,000</b>
Postage & stationery	£394.48	£455.34	<b>£124</b>

Executive Committee Costs	£1,784.39	£2,424.62	<b>£3,525</b>
Insurance premium	£1,102.76	£1,184.74	<b>£1,242</b>
<b>Total Running Expenditure</b>	<b>£20,140.81</b>	<b>£16,055.77</b>	<b>£13,520</b>
Printing (Field Guides & Books)	£6,417.00	£1,553.00	<b>£7,305</b>
<b>Total Publications Expenditure</b>	<b>£6,417.00</b>	<b>£1,553.00</b>	<b>£7,305</b>
<b>JQS Editorial Board Costs (ring-fenced budget)</b>			
Editors' honoraria	£9,000.00	£9,000.00	<b>£9,000</b>
Exec. INQUA costs	£0.00	£0.00	<b>£0</b>
Board meeting travel	£2,040.02	£2,107.84	<b>£1,155</b>
<b>Total JQS Editorial Board Costs</b>	<b>£11,040.02</b>	<b>£11,107.84</b>	<b>£10,155</b>
<b>Grants/Awards/Support</b>			
NRWA	£10,560.00	£9,711.00	<b>£12,145</b>
QRF	£8,805.00	£12,895.00	<b>£25,034</b>
QCF	£5,598.50	£5,311.00	<b>£12,182</b>
PGMA	£0.00	£190.00	<b>£563</b>
Outreach Award	£750.00	£1,750.00	<b>£4,460</b>
Geoconservation Award	n/a	n/a	<b>£1,000</b>
Undergrad dissertation prize	£500.00	£250.00	<b>£250</b>
ADM Poster prizes	£0.00	£0.00	<b>£0</b>
Support for delegates to INQUA Congress	£1,649.12	£0.00	<b>£0</b>
C14 bursaries	£0.00	£1,263.40	<b>£0</b>
Bill Bishop Memorial Fund Award	£0.00	£0.00	<b>£0</b>
Croll and Lewis Penny Medals (ADM Travel)	£220.00	£0.00	<b>£669</b>
Postgraduate Conference	£500.00	£500.00	<b>£500</b>
Sub-group support	£500.00	£500.00	<b>£0.00</b>
<b>Total Grants/Awards/Support</b>	<b>£29,082.62</b>	<b>£32,370.40</b>	<b>£56,803</b>
Refunds/reimbursements (subs/postage errors)	£6.00	£24.00	<b>£0</b>
Refund (ADM subs etc)	£269.45	£0.00	<b>£0</b>
Meetings expenditure	£2,554.06	£3,690.96	<b>3,500</b>
Catering (meetings)	£290.40	£962.80	<b>538</b>
INQUA subscription	£0.00	£12,920.98	<b>12,349</b>
Web Site costs	£510.00	£660.00	<b>458</b>
Dissertation Prize admin (RGS)	£200.00	£0.00	<b>200</b>
Medals - striking/engraving	£36.48	£19.44	<b>52</b>
RGS Archives	£0.00	£939.86	<b>£0</b>
<b>Total Other Expenditure</b>	<b>£3,866.39</b>	<b>£19,218.04</b>	<b>£17,098</b>
Bank charges	£268.28	£160.00	<b>£168</b>
<b>TOTAL EXPENDITURE</b>	<b>£70,815.12</b>	<b>£80,465.05</b>	<b>£105,048</b>
<b>NET SURPLUS/DEFICIT</b>	<b>£25,710.92</b>	<b>£23,766.60</b>	<b>£12,558</b>



## 7. ANNUAL REPORT OF THE AWARDS OFFICER

### a. Standard Awards

In the Standard Awards rounds for financial year 2017/2018 **£50,262.50** was distributed. There was an increase in the number of applications in the May 2018 round, but due to budgetary constraints, we were unable to fund all the applications. There was consequently a fall in the % funded figure for that round. This also caused a fall in the % funded for the year as a whole. There was a clear increase in Quaternary Research Fund (QRF) applications in May 2018, whilst Quaternary Conference Fund (QCF) applications increased through the whole of financial year 2017/18 in comparison to QCF applications in the previous two years.

Fund	No. of applications		No. funded	Total monies requested (£)	Total monies awarded (£)	% funded <sup>1</sup>
<b>NRWA</b>	Sept '17	3	2	2900	2250	77.6
	Jan '18	7	6	9429	6945	74.7
	May '18	5	5	6986	5250	75.2
	<b>Total</b>	<b>15</b>	<b>13</b>	<b>19315</b>	<b>14445</b>	<b>74.8</b>
<b>QCF</b>	Sept '17	4	4	2767	2667	96.4
	Jan '18	9	8	6265	5150	82.2
	May '18	11	7	6208	3110	46.5
	<b>Total</b>	<b>24</b>	<b>20</b>	<b>15240</b>	<b>10927</b>	<b>71.7</b>
<b>QRF</b>	Sept '17	6	6	7246	6009	82.9
	Jan '18	10	8	14424	8625	59.8
	May '18	14	12	18393	9534	51.8
	<b>Total</b>	<b>30</b>	<b>26</b>	<b>40063</b>	<b>24168</b>	<b>60.3</b>
Subtotal	<b>69</b>		<b>58</b>	<b>74618</b>	<b>49540</b>	66.4
<b>PMA 17-18</b>	3		3	722.5	722.5	100
<b>Bishop</b>	0		0	0	0	–
<b>Short-course</b>	0		0	–	0	0
<b>QUB_C14<sup>2</sup></b>	5		5	–	–	–
<b>Total</b>	<b>77</b>		<b>66</b>	<b>75340.5</b>	<b>50262.5</b>	66.7

<sup>1</sup> Refers only to eligible applications

<sup>2</sup> Refers to number of applicants not the number of dates requested

Note- the Geoconservation, Outreach Awards and prizes are not listed here

### b. Notices and Activities 2017-2018

The Executive has revised the Awards reporting period for the AGM to mirror the **financial year** report of September 2017 to September 2018. This report thus covers the September 2017, January 2018 and May 2018 awards rounds.

The value of the awards has recently changed; the limits of the QCF has increased to £750 from £500, and the New Research Worker's Award (NRWA) and the QRF to £1500 from £1000.

There was a substantial increase in the number of applications during the year. The standard of applications has remained high, and therefore the Awards Panel refined procedures to ensure greater consistency in the means of selecting and funding applications within budgetary constraints and *inter* and *intra* award rounds and Officers. The criteria are ‘*scientific excellence*’, ‘*value/reasonable cost*’ and ‘*financial need*’.

It is worth noting that there has not been an increase in applications to the Postgraduate Meetings Award (PMA) this year, partly because there is an undefined limit to the award and it is unclear how it might be used. To this end, from September 2019 the PMA will be rebranded as the **Postgraduate Quaternary Conference Fund (PQCF)**. This will be an equivalent to the QCF, but will be specifically for Postgraduates (Masters and PhD) with the same funding level of £750. Consequently, with the NRWA, postgraduate students will be able to apply for **£2250** of funding from the QRA during their postgraduate research career. However, they will only be able to apply for one of each of these awards during their postgraduate careers and will not have access to QRF or QCF until after these studies have been completed. This change will help to encourage more applications by making increased funds available to the PG community and will provide greater clarity regarding the definition and criteria of the different funding options.

*Other points:*

- A three-month limit has been applied for claiming funds to avoid issues with reporting accounts.
- A minor change has been made to the composition of the Awards Panel; the Treasurer will now be relieved of his/her Awards Panel obligations as part of the need to rationalise the Treasurer's responsibilities. The four-person panel will now comprise the Awards Officer, the Vice President and two ex-officio Executive members.
- The stock of James Croll and Lewis Penny Medals has been replenished.
- The INQUA Travel Fund 2019 has been opened with details available on the website. The fund will be administered on the same lines as the previous two cycles.
- The University of Oxford Radiocarbon Short Course Bursaries will be available in the January 2019 round with the course running in March 2019.

**c. Special grants**

- The new **QRA Research Award** with an upper limit of £5000 was awarded for the first time at the Annual General Meeting 2019.
- The **Bill Bishop Award** for 2016-2017 was not awarded.
- The QRA would like to acknowledge the continued support of the Queens University Belfast <sup>14</sup>**CHRONO Centre for Climate, the Environment and Chronology** for an annual allocation of radiocarbon determinations for New Researchers.

**STANDARD AWARDS - award holders**

Name	Institution	Title	Awarded (£)
<b>New Researcher Workers Award (NRWA)</b>			
James Allard	University of Manchester	Glaciation of the Balkans during the Late Pleistocene: extent, timing and climatic significance	750
Ahmad Alshdaifat	University of Nottingham	Reconstructing the Late Pleistocene to early Holocene palaeoclimate of southern Jordan using sedimentary archives	1000
Sujay Bandyopadhyay	University of Burdwan	Pleistocene geomorphic history of the western Bengal Basin, India.	1500
Matthew Carney	Manchester Metropolitan University	Coring of proglacial lake sediments near Birr, Co. Offaly Ireland	1250
Lucile Crete	University of Bournemouth	Using fossil antelope teeth and remote sensing of contemporary African vegetation community types to reconstruct hominin habitats in the Omo-Turkana basin (3.5 –1.6 Ma)	1250
Marc Dickinson	University of	Resolving the chronology of the Mediterranean dwarf	1370

	York	elephants: application of a new method of amino acid dating on Sicilian material	
William Hiles	University of St Andrews	Elemental analysis for the detection of human-induced landscape instability in Iceland	540
Mihaela Newton	University of Durham	Field survey of mega-grooves in Assynt, Scotland	1000
Emma Readitt	Edgehill University	Holocene palaeotempestology and environmental change in the Gulf Coast of the USA.	1100
Graham Rush	University of East London	Rapid sea-level rise and climate change: lessons from the Holocene.	1400
Charlotte Slaymark	University of Glasgow	Calibrating biomarkers for quantitative temperature and precipitation proxies in the UK.	1500
Matthew Tomkins	University of Manchester	Geomorphological mapping and Schmidt Hammer sampling of granitic rock slope failure deposits (RSFs), in the Central and Eastern Pyrenees.	1200
Matthew Watkins	University of Swansea	Detecting forest insect and disease outbreaks within the palaeoecological record	1235
<b>Quaternary Conference Fund (QCF)</b>			
Natasha Barlow	University of Leeds	PALSEA and QUIGS working groups of PAGES	450
Anna Bourne	University of Southampton	International Focus Group on Tephrochronology and Volcanism (INTAV) International Field conference and Workshop, Romania	600
Louise Callard	University of Durham	EGU General Assembly 2018	550
Benjamin Chandler	Queen Mary University of London	EGU General Assembly 2018	750
Charlotte Clarke	University of Southampton	EGU General Assembly 2018	600
Chris Darvill	University of Manchester	Glacial landsystems of SE Iceland Joint QRA/GLWG Overseas Field Meeting	400
Andrew Emery	University of Leeds	EGU General Assembly 2018	500
Kaja Fenn	University of Oxford	EGU General Assembly 2018	600
Mick Frogley	University of Sussex	C3S Climate Data Rescue Capacity Building Workshop & 10th ACRE Meeting, Auckland, New Zealand.	750
Delia Georghiou	SUERC	Glacial landsystems of SE Iceland Joint QRA/GLWG Overseas Field Meeting	400
David Grady	University of Aberystwyth	IPA-PAL 2018, University of Stockholm	575
Karen Halsall	University of Liverpool	10th European Palaeobotany and Palynology Conference, Dublin	600
Poppy Harding	University College London, University of London	International Society of Diatom Research	400
Lauren Knight	University of Portsmouth	QRA ADM 2018, Plymouth.	517
Rachel Lem	University of Plymouth	Impacts of sea-level rise from past to present (Islr2018), Uretht, Netherlands.	250
Hannah Mathers	University of Glasgow	EGU Training School Glaciers, Inchnadamph, Scotland.	470
Ali Monteath	University of Southampton	AGU Fall Meeting, New Orleans, USA	750
Theodora Moutsiou	Cyprus	24th Annual Meeting of the European Association of Archaeologists, Barcelona, Spain	450

Heather Pardoe	<i>Museum of Wales</i>	10th European Palaeobotany and Palynology Conference, Dublin	340
Sarah Woodroffe	<i>Durham University</i>	AGU Fall Meeting, New Orleans, USA	750
<b>Quaternary Research Fund (QRF)</b>			
Kristjan Ahronson	<i>University of Bangor</i>	Tephra contouring: A novel application of tephrochronology to study reduction of coastal woodland in Viking-Age Iceland	800
Becky Briant	<i>Birkbeck College, University of London</i>	Life on the Edge?	750
Rachel Carr	<i>University of Newcastle</i>	Determining ice thickness and volume change in the Kåfjord Alps, Troms county, northern Norway, since the Little Ice Age	1000
Caroline Classon	<i>University of Plymouth</i>	Fallout radionuclides (FRNs) in glacial environments: investigate the distribution of cryoconite on an Icelandic glacier such as Svínafellsjökull and the levels of FRN activity present in the supraglacial environment.	1250
John Cooper	<i>University of Swansea</i>	The Submerged Landscapes of Gower	1200
Jonathan Cripps	<i>Simon Fraser University</i>	Deglaciation of the central Fraser Plateau, British Columbia	1500
Alistair Curry	<i>University of Hertfordshire</i>	Holocene modification of sediment-mantled hillslopes in the English Lake District	1000
Nick Cutler	<i>University of Newcastle</i>	Interpreting tephra layers: what factors influence tephra layer preservation?	950
Ed Garrett	<i>University of Durham</i>	Testing the supercycle hypothesis using palaeogeodesy	1100
Maurizio Gatta	<i>University of York</i>	Fallout radionuclides (FRNs) in glacial environments: investigate the distribution of cryoconite on an Icelandic glacier such as Svínafellsjökull and the levels of FRN activity present in the supraglacial environment.	850
Roland Gehrels	<i>University of York</i>	Establishing palaeoecological baselines to assess impacts from pollution in South Africa.	979
Jim Innes	<i>University of Durham</i>	Laboratory preparation of pollen samples from a peat profile at site F46, Nosterfield Quarry, North Yorkshire	400
Antonia Law	<i>Keele University</i>	What can contemporary proglacial lakes tell us about the early stages of lake ontogeny?	1470
Martin Kirkbride	<i>University of Dundee</i>	Debris-cover formation at Khumbu Glacier, Nepal	1500
Alice Milner	<i>Royal Holloway, University of London</i>	Establishing palaeoecological baselines to assess impacts from pollution in South Africa	1200
Gina Moseley	<i>University of Innsbruck</i>	The fundamental knowledge gap in coastal terrestrial palaeoclimate records for Greenland	750
Richard Payne	<i>University of York</i>	The Falkland Islands Peat Project	1300
Alex Pryor	<i>University of Exeter</i>	The age and climatic context of Middle Stone Age (MSA) occupations at Bundu Farm, South Africa	400

Lucy Roberts	<i>Queen Mary, University of London</i>	Uncertainty in the distribution of Mg/Ca in shells of <i>Cyprideis torosa</i> (Crustacea, Ostracoda): Implications for palaeoclimate reconstructions	1500
Nicole Sanderson	<i>University of Quebec</i>	Measuring the distribution of <sup>137</sup> Cs in peatlands as a geochronological marker using a portable gamma spectrometer	1250
Helen Shaw	<i>Maynooth Univesity</i>	Investigating the potential to interpret and quantify historic grazing density from pollen diversity and coprophilous fungal spores in traditional high-nature-value farmed landscapes.	1050
Martin Stokes	<i>University of Plymouth</i>	Quaternary alluvial fan dynamics from Santo Antao island (Cape Verde)	850
Toby Tonkin	<i>University of Oxford</i>	Establishing a refined deglacial chronology for the Cairngorm Mountains using Schmidt Hammer Exposure Dating (SHED)	475
Jessie Woodbridge	<i>University of Plymouth</i>	Palaeoclimate, land cover and cultural change in central Turkey	534
Alessa Geiger	<i>University of Michigan</i>	A Multi-Method approach to constrain Patagonian Ice Sheet Geometry changes West of the Andean divide during the late Quaternary	1000
Lynda Yorke	<i>University of Bangor</i>	How low can you go? Investigating the sedimentary sequence of the Glaslyn estuary and Afon Glaslyn, Gwynedd.	840
<b>QRA-14CHRONO Centre Radiocarbon Dating Award</b>			
Alvaro Castilla-Beltran	<i>University of Southampton</i>	Determining the timing of the first human impacts in Santo Antão's landscapes, Cape Verde	2 dates
Rachel Everett	<i>University of Warwick</i>	Ancient DNA taphonomy within submerged palaeolandscapes research: An integrated multi-proxy approach for palaeoenvironmental reconstruction at Tan-y Bwlch, Aberystwyth.	2 dates
Rachel Peacock	<i>University of Hull</i>	Dating the remains of Castor fiber (European beaver) at Skipsea Withow Gap, East Yorkshire.	3 dates
Leeza Pickering	<i>Durham University</i>	Is there any stratigraphic evidence of the Storegga Slide reaching Budle Bay, Northumberland?	3 dates
Ashley Tuton	<i>University of Southampton</i>	What controls turbidite recurrence intervals on the central Sumatran margin?	3 dates
<b>Postgraduate Meetings Award (PMA)</b>			
Andrew Emery	<i>University of Leeds</i>	QRA ADM 2018, Plymouth.	200
Julian Martin	<i>Royal Holloway</i>	QRA ADM 2018, Plymouth.	112.50
Lauren Knight	<i>University of Portsmouth</i>	EGU General Assembly 2018	250
<b>Radiocarbon Short Course University of Oxford. (not held in 2018)</b>			
<b>QRA Research Award</b>		Stuart Black (Reading University)	
<b>James Croll Medal</b>		Ann Wintle ( <i>Aberystwyth University</i> )	
<b>Lewis Penny Medal</b>		Clare Boston ( <i>University of Portsmouth</i> )	

## 8. ANNUAL REPORT OF THE PUBLICATIONS SECRETARY

This item was presented by the Secretary on behalf of the Publications Secretary.

### a. QRA Book Publications

One new Field Guide was published in 2018: *Glacial Landscapes of Southeast Iceland - Quaternary Applications* (Evans). Five field guides are currently in preparation for INQUA 2019: (i) *The Quaternary Fluvial Archives of the Major English Rivers* (Briant, Bridgland, White); (ii) *The nature and timing of the 'Younger Dryas' Glaciation of Scotland* (Palmer and Lowe); (iii) *Different Styles of Younger Dryas Glaciation in the Northwestern and Central Scottish Highlands* (Lukas and Boston); (iv) *Late Quaternary Landscape Evolution, Palaeoenvironments and Human Occupation in the North of Ireland* (Roe, Whitehouse, Knight); (v) *The Isles of Scilly: Tracing and Dating the LGM Ice Limit* (Scourse). A further field guide is in production to support an October joint GLWG/QRA Glen Clova and Strathmore meeting run by Wishart Mitchell.

### b. Book Sales and stock

Book sales in 2018 totalled 327, compared to 456 in 2017. The current book stock held by Val Siviter is c. 2861 (2872 in 2017) (both Field and Technical Guides). David Bridgland has moved all the North East book store to the centrally held stock managed by Val Siviter, except for some copies of *The Quaternary of Northumberland, Durham and North Yorkshire*. Additional copies are still available of the 'History of the Quaternary Research Association' (Eds. Catt and Candy).

### c. Out of print publications

The Brecon Beacons guide is now out of print and cannot unfortunately be reprinted for logistical reasons.

## 9. ANNUAL REPORT OF THE CONSERVATION OFFICER

This item was presented by the Secretary on behalf of the Publications Secretary.

Recognition of the value of conserving Quaternary sites is vital both for the field-based research and education that are essential to advance the science, and also for the wider benefits for the environment and society. The QRA and its members already carry out many activities that support and promote geoconservation, particularly through field and discussion meetings, as well as offering practical support and in working with local groups. The role of the QRA Conservation Officer on the Executive Committee ([conservation@qra.org.uk](mailto:conservation@qra.org.uk)) is to support and encourage these activities, as well as to present the QRA's position on conservation issues. Some of the most important initiatives in 2018 have included:

(i) *Earth Heritage - The Geological and Landscape Conservation Magazine*. The Association has continued its support for this magazine ([www.earthheritage.org.uk](http://www.earthheritage.org.uk)), and issues 49 and 50 were published in 2018. This free-to-download publication is produced twice a year by Natural England, Scottish Natural Heritage, Natural Resources Wales, the Geologists' Association and the QRA, with major contributions from others in the voluntary geoconservation sector. QRA members can receive email notifications of new issues by following the instructions on the *Earth Heritage Magazine* homepage. QRA members are also encouraged to suggest articles or news items for the magazine by contacting the Conservation Officer who represents the QRA on the editorial board.

(ii) The QRA has set out how its meeting, research, conservation and outreach activities contribute to the delivery of the Scottish Geodiversity Charter.

(iii) The Association continues to liaise with other geological organisations on conservation matters through our membership of the Geological Society's Geoconservation Committee.

(iv) The President has written to the local planning authority in support of conservation and management of the *Callander (Auchenlaich) Moraine*. He also responded to Scottish Natural Heritage's consultation on the Corrie Fee National Nature Reserve management plan. Following a request by a QRA member, the QRA President wrote in support of continued funding for Torquay Museum given its important Pleistocene and Palaeolithic collections.

(v) QRA members have reported concerns about potentially damaging activities carried out at Lleiniog (Anglesey). The Conservation Officer has contacted Natural Resources Wales and asked that members report specific concerns to their Senior Geologist in the first instance. The QRA will continue to monitor the situation.

(vi) Following a request by a QRA member, the President has responded to government consultations on the *National Planning Policy Framework* in relation to the conservation of Quaternary sites.

(vii) *QRA Geoconservation Awards*. One award had been given to *Norfolk Geodiversity Partnership*. Please contact the Conservation Officer ([conservation@qra.org.uk](mailto:conservation@qra.org.uk)) for queries re the awards scheme.

## 10. QRA MEETINGS PROGRAMME 2018–19

### a. Forthcoming meetings in 2019

**INQUA pre and post congress field trips** - see <https://www.qra.org.uk/inqua19-field-trips/>

#### **Pre:QGL-5: The Nature and Timing of the ‘Younger Dryas’ Glaciation of Scotland**

Date: 19th – 23rd July 2019  
Venue: Southern, central and eastern Grampian Mountains  
Leader: Adrian Palmer & John Lowe  
Contact: [a.palmer@rhul.ac.uk](mailto:a.palmer@rhul.ac.uk)

#### **Pre:QFL-6: The Quaternary Fluvial Archives of the Major English Rivers**

Date: 20th – 24th July 2019  
Venue: Lower Thames, Solent, Trent, Severn/Avon  
Leaders: Becky Briant, David Bridgland, Tom White, Eleanor Brown  
Contact: [b.briant@bbk.ac.uk](mailto:b.briant@bbk.ac.uk); [d.r.bridgland@durham.ac.uk](mailto:d.r.bridgland@durham.ac.uk)

#### **Pst:QHL-3: Late Quaternary Landscape Evolution, Palaeoenvironments and Human Occupation in the North of Ireland**

Date: 1st – 4th August 2019  
Venue: Northern Ireland  
Leaders: Helen Roe, Nicki Whitehouse, Jasper Knight  
Contact: [h.roe@qub.ac.uk](mailto:h.roe@qub.ac.uk)

#### **Pst:QGL-4: Different Styles of Younger Dryas Glaciation in the Northwestern and Central Scottish Highlands**

Date: 1st – 5th August 2019  
Venue: Highlands  
Leaders: Sven Lukas, Clare Boston  
Contact: [sven.lukas@geol.lu.se](mailto:sven.lukas@geol.lu.se)

#### **Pst:QG/ArchL-5: The Quaternary of the Isles of Scilly**

Date: 1st – 5th August 2019  
Venue: Scilly  
Leader: James Scourse  
Contact: [j.scourse@exeter.ac.uk](mailto:j.scourse@exeter.ac.uk)

*Note: the viability of the QRA-run INQUA trips will be confirmed in late March 2019 – dates may move if cancelled for INQUA. The trips are centrally bookable through Val Siviter.*

#### **Joint QRA/GLWG Field Meeting to Glen Clova and Strathmore, eastern Scotland**

Date: 24<sup>th</sup> to 27<sup>th</sup> October 2019  
Venue: Strathmore

Organiser: Wishart Mitchell, Martin Kirkbride, Simon Cook  
Contact: [w.mitchell@dundee.ac.uk](mailto:w.mitchell@dundee.ac.uk)

**QRA Postgraduate Symposium**

Aug 2019: tbc.  
Venue: University of York  
Organisers: Sophie Williams (York)  
Contact: [slw555@york.ac.uk](mailto:slw555@york.ac.uk)

**b. Forthcoming meetings in 2020**

**QRA Annual Discussion Meeting**

Jan 2020. *Quaternary Earth System processes and feedbacks: challenges for society*  
Venue: University of Leeds  
Organisers: Karen Bacon, Natasha Barlow, Ruza Ivanovic, Christian Maerz, Paul Morris, Graeme Swindles  
Contact: [n.l.m.barlow@leeds.ac.uk](mailto:n.l.m.barlow@leeds.ac.uk)

**c. Forthcoming meetings in 2021**

**QRA Annual Discussion Meeting**

Jan 2021. Title tbc  
Venue: University of Portsmouth  
Organisers: Timothy Barrows, Clare Boston, Laura Cunningham, David Giles, Mark Hardiman, Harold Lovell, Sabine Wulf  
Contact: [clare.boston@port.ac.uk](mailto:clare.boston@port.ac.uk)

**11. CIRCULAR: MEMBER CONSULTATION**

The Secretary reported that a consultation exercise had been undertaken with the membership during 2018 on the mode of distribution of the *Circular* in response to queries which had arisen during the 2018 AGM. This exercise had shown that there is significant support for distributing the *Circular* via email as a 'badged' *Newsletter* item. This method of distribution had worked successfully throughout 2018 and no complaints had been received. It was agreed during the meeting that the *Newsletter* circulation should continue. It was noted though that for the minority of members who still prefer to receive a hard copy of the *Circular* with a printed copy of *QN* this could be facilitated.

**12. ELECTION OF NEW EXECUTIVE COMMITTEE MEMBERS**

As noted under *item 6*, Tom White has kindly agreed to resume the role of Treasurer on an interim basis (Sept 2018 to Jan 2020) until a new Treasurer can be found. The following people have been nominated to succeed retiring members of the Executive Committee. Nominations were published in the October 2018 Circular. No other nominations were received by the closing date so the following were duly elected:

**Vice President:** Jane Hart (Southampton)

**Awards Officer:** Kathryn Adamson (Manchester Metropolitan)

**Conservation Officer:** Eleanor Brown (Natural England)

**13. HONORARY MEMBERS OF THE QRA**

The President announced that Phil Gibbard had been nominated by the Executive Committee to receive Honorary Member status. An outline of Phil's significant contribution to Quaternary science and to the QRA was given during the meeting. The nomination was accepted unanimously by the membership; a full citation will appear in *QN 147*.



#### 14. AWARD OF PRIZES AND MEDALS

The President announced the winners of the Association's prizes and medals for 2018:

**a. Undergraduate Dissertation Prize.** Jack Wharton (UCL) for his dissertation '*Reconstructing AMOC over the past 7,000 years: Is the Industrial Era weakening an unprecedented event?*' As noted under item 5 above, dissertations by Tamara Brian (Cambridge) and Annabel Everard (St Andrews) were highly commended.

**b. Quaternary Research Award.** Stuart Black (University of Reading).

**b. Lewis Penny Medal.** Clare Boston (University of Portsmouth).

**c. James Croll Medal.** Ann Wintle (Aberystwyth University).

Full citations will appear in a future issue of *QN*.

#### 15. ANY OTHER BUSINESS

There was no other business.

*The meeting started at 16:45 and finished at 18:15 hrs*  
Minutes taken by Dr Helen Roe (Secretary)  
January 2019

## **1. Financial review**

### **1.1. Introduction**

This Report covers the period 1 August 2017 to 31 July 2018. Accounts are detailed in tables 1 and 2. The Association's financial activities have been generally comparable to previous years and remain healthy and stable.

### **1.2. Income**

In total, the Association's income from subscriptions and book sales amounted to £18,064. This comprises £9,237 from membership subscriptions paid via standing order, £1,534 from book sales paid by cheque, and £7,292 from subscriptions and book sales paid for online through the QRA's website via the Stripe payment system. The Association received an important amount from Wiley as a profit-share from the publication of *Journal of Quaternary Science* (JQS), which totalled £75,065 (an increase on last year following contract renewal). Other royalties from the Publisher's Licensing Society amounted to an additional £1,659. The Royal Society contribution towards the UK's membership of INQUA was £5,910, which continues to support the UK as a top-level INQUA contributor. The QRA Treasurer has responsibility for administering a fund from Wiley for the JQS Editorial Board, which is ring-fenced for use on JQS expenses (honoraria, meeting expenses). The payment from Wiley for 2018 was £15,465. Overall, the Association's working income (subscriptions, book sales, royalties) for financial year 2017-18 was £94,788, and total income was £117,606.

### **1.3. Expenditure**

Day-to-day running costs of the Association have continued to decrease from £16,056 to £13,520, which is principally due to a reduction in printing and postage costs following the transition to digital distribution of *Quaternary Newsletter*. The Association's budget to support activities through grants, awards, and sponsorship increased to £56,803 from last year's total of £32,370. The UK subscription to INQUA for 2017 was £12,349. Overall expenditure for 2016-17 was £80,465.

### **1.4. Year-end financial status**

At the end of July 2018, the Association held:

- £ 91,296.85      in our Bank of Scotland Treasurer's Account
- £ 27,542.73      in our Bank of Scotland Publications Account
- £ 92,347.82      in our HSBC Community Account
- £ 40,556.89      in our HSBC Manager's (savings) Account

The Association started the 2017-18 financial year with total funds of £239,186.49 and ended with £251,744.29. As always, the Treasurer will aim to break-even within the financial year. Ring-fenced sums within our holdings include approximately £15,300 held in trust for the Bill Bishop Award, £85,500 for the INQUA fund, £5000 for the Lewis Penny Medal, £26,600 for administering the JQS Editorial Board, and £30,000 is designated to meet any unexpected liabilities.

### **1.5. Plans for future periods**

Renegotiation of the QRA's JQS contract substantially increased the Association's annual royalty income. To balance the higher working income, the Executive Committee agreed that spending on selected standard awards would increase and a Geoconservation Award would be introduced from September 2017. A prestigious 'QRA Award' (upper limit £5000, to be introduced January 2019) and the new award limits increased awards spending by over £24,000 in 2017-18. The QRA's financial position means that we will be available to provide important funding opportunities for the 2019 INQUA Congress in Dublin; the QRA awarded

£24,000 to 43 Members to support attendance at the 2015 INQUA Congress in Japan. This funding level can be maintained for Dublin 2019.

**Jack Lacey**  
**27<sup>th</sup> August 2018**

## 2. Statement of financial activities

Table 1. Income and expenditure for the year ended 31 July 2018.

		2017-18	2017-18	2017-18	2016-17
	Note	Unrestrict ed funds	Restricted funds	Total funds	Total funds
		(£)	(£)	(£)	(£)
<b>Income</b>					
Donations		0	0	0	318
Subscriptions and book sales	4	18,064	0	18,064	19,453
Royalties	5	76,724	0	76,724	46,294
Wiley JQS Editorial Board	6	0	15,465	15,465	29,000
Royal Society INQUA Support	7	0	5,910	5,910	6,257
Other income	8	1,443	0	1,443	2,909
<b>Total income</b>		96,231	21,375	117,606	104,232
<b>Expenditure</b>					
Running costs	9	13,520	0	16,056	16,056
Publications		7,305	0	1,553	1,553
Grants, awards, and support	10	56,803	0	32,370	32,370
Wiley JQS Editorial Board	11	0	10,155	11,108	11,108
Other expenditure	12	11,356	5,910	19,378	19,378
<b>Total expenditure</b>		88,984	16,065	105,048	80,465
<b>Net income/(expenditure)</b>		7,248	5,310	12,558	23,767
<b>Reconciliation of funds:</b>					
Total funds brought forward		112,130	127,056	239,186	215,420
<b>Total funds carried forward</b>		119,378	132,366	251,744	239,186

**The notes on the following pages form part of these financial statements.**

### 3. Statement of financial position

Table 5. Assets and liabilities as at 31 July 2018.

	<b>Note</b>	<b>2017-18</b> (£)	<b>2016-17</b> (£)
<b>Cash funds</b>			
Bank of Scotland Treasurer's Account		<b>91,297</b>	82,057
Bank of Scotland Publications Account		<b>27,543</b>	27,502
HSBC Community Account		<b>92,348</b>	89,093
HSBC Manager's Account		<b>40,557</b>	40,534
<b>Total cash funds</b>		<b>251,744</b>	239,186
<b>Liabilities</b>			
Uncashed cheques		<b>400</b>	0
<b>Total liabilities</b>		<b>400</b>	0
<b>Total net assets</b>		<b>251,344</b>	239,186
<b>Funds of the charity</b>	<b>13</b>		
<b>Restricted funds</b>	<b>14</b>		
Bill Bishop Fund		<b>15,255</b>	15,255
Lewis Penny Fund		<b>5,000</b>	5,000
INQUA Fund		<b>85,500</b>	85,500
Wiley JQS Editorial Board		<b>26,612</b>	21,302
		<b>132,367</b>	127,056
<b>Unrestricted funds</b>			
QRA General Fund		<b>89,377</b>	82,130
Unexpected Liabilities Designated Fund		<b>30,000</b>	30,000
		<b>119,377</b>	112,130
<b>Total charity funds</b>		<b>251,744</b>	239,186

**The notes on the following pages form part of these financial statements.**

## **4. Notes to the financial statements**

### **1. General information**

The Quaternary Research Association is a registered charity (#262124) operating throughout England and Wales, Northern Ireland, and Scotland and is unincorporated. The registered office is 1 Kensington Gore, London SW7 2AR. The Association constitutes a public benefit entity.

### **2. Statement of compliance**

The accounts have been prepared in accordance with the Charities Act 2011.

### **3. Accounting Policies**

#### **Basis of preparation**

The accounts are prepared on a receipts and payments basis in pounds sterling (£), which is the functional currency of the Association. Monetary amounts in these accounts are rounded to the nearest £.

#### **Going concern**

The Trustees do not consider that there are any material uncertainties related to events or conditions that cast significant doubt on the Association's ability to continue as a going concern.

#### **Fund Accounting**

Unrestricted funds are spent or applied at the discretion of the Trustees to further any of the Association's purposes.

Designated funds are a portion of the unrestricted funds set aside by the Trustees for a particular future project or commitment.

Restricted funds may only be spent for a particular purpose of the charity. Unrestricted funds may be used to supplement expenditure made from restricted funds.

#### **Income**

Income is the inflow of economic benefits to the Association from the activities that it undertakes. All income is included in the statement of financial activities when entitlement has passed to the Association. The following specific policies are applied to particular categories of income:

- Income from subscriptions are stated on a receipts basis and no adjustment is made to account for late receipt; delayed payment of a member's subscription may be due to that member choosing not to renew their subscription.
- Grant or donation income is accounted for when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.
- No income amount is included for the contribution of volunteers.

#### **Expenditure**

Expenditure is the amount of a charity's resources that have been spent or otherwise used up in carrying out its activities. The Association is not registered for VAT and accordingly irrecoverable VAT is registered under headings of the statement of financial activities to which it was incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities includes all costs incurred by the Association in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs

and costs relating to the governance of the Association apportioned to charitable activities. Expenditure on charitable activities, for example awards or meeting support transactions, is accounted for when paid.

- All expenditure is allocated to categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable, and consistent basis.
- Meetings are organised by meeting leaders (volunteers), usually with the assistance of the host institution, who handle all aspects of income and expenditure for the meeting. Meetings need to be self-financing and so registration fees should cover costs. Following the meeting, the organisers provide the Association with a financial statement of income and expenditure associated with the meeting and return any financial surplus to the Association, which is accounted for on receipt as net income.

**Trustee's expenses** are the reimbursement by the Association of costs incurred by its trustees in carrying out their duties and similar payments made by the Association direct to third parties on their behalf. Trustee expenses are paid in accordance with Charity Commission Guidance CC11 (Trustee expenses and payments; issued March 2012).

#### 4. Income from subscriptions and book sales

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Subscriptions and book sales</b>		
Membership subscriptions	9,237	11,250
Book sales	1,534	1,205
Subscriptions/book sales (Stripe)	7,292	6,998
	<b>18,064</b>	<b>19,453</b>

#### 5. Income from royalties

The Association receives annual royalties from Wiley on subscription and article sales revenue for *Journal of Quaternary Science*, including income from Open Access Article Publication Charges (based on the contract after to start-2017). In addition, licensing revenue payments are dispersed to the Association from the Publishers' Licensing Services (PLS).

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Royalties</b>		
Wiley <i>Journal of Quaternary Science</i>	75,065	45,399
Publishers' Licensing Services	1,659	895
	<b>76,724</b>	<b>46,294</b>

#### 6. Income from Wiley JQS Editorial Board

The Association assumed responsibility for administering a fund for the *JQS* Editorial Board in 2014-15. This money is ring-fenced for use on *JQS* expenses.

	2017-18	2016-17
	Restricted funds	Restricted funds
	(£)	(£)
<b>Wiley JQS Editorial Board</b>		

Payment for 2016	0	14,000
Payment for 2017	0	15,000
Payment for 2018	<b>15,465</b>	
	<b>15,465</b>	<b>29,000</b>

#### 7. Income from Royal Society INQUA Support

The Association is the adhering body to the International Union for Quaternary Research (INQUA), and the President of the Association is the national representative to INQUA. The Association is responsible for paying 51% of the annual UK subscription to INQUA from its own unrestricted funds, with the Royal Society contributing the remaining 49% of the balance. The funds received from the Royal Society are ring-fenced for the UK INQUA subscription payment (see note 13 and 14).

#### 8. Other income

	<b>2017-18</b>	<b>2016-17</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>(£)</b>	<b>(£)</b>
<b>Other income</b>		
Surplus on meetings	<b>587</b>	1,810
Bank refunds	<b>720</b>	1,080
Advertising	<b>0</b>	0
Returned awards	<b>113</b>	0
Bank interest	<b>23</b>	19
	<b>1,443</b>	<b>2,909</b>

#### *Bank refunds*

Two Quaternary Conference Fund award payments (of £360) each made to internal members of the QRA were returned by the bank during 2017-18. The international payments were rejected by the overseas receiving bank.

#### 9. Expenditure on running costs

	<b>2017-18</b>	<b>2016-17</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>(£)</b>	<b>(£)</b>
<b>Running costs</b>		
Newsletter and circular printing	<b>764</b>	2,936
Newsletter postage	<b>1,865</b>	3,055
Administration support	<b>6,000</b>	6,000
Postage and stationary	<b>124</b>	455
Executive Committee costs	<b>3,525</b>	2,425
Insurance premium	<b>1,242</b>	1,185
	<b>13,520</b>	<b>16,056</b>

#### *Newsletter and circular printing*

The publication cost for *Quaternary Newsletter* (QN) 143/Circular was £310 and QN 144/Circular £382. The Association also printed a letter to the Membership costing £72. The

Association's newsletter and circular are made available to members as a digital document; printing and postage costs have therefore reduced compared to the previous financial year.

#### *Administration support*

Administration support, including dealing with membership issues, maintaining the membership database, organising printing and distribution of the Association's Newsletter and Circular, and administering sales of the Association's publications, is outsourced to Val Siveter.

#### *Executive Committee costs*

Eighteen Executive Committee Members have had their expenses met by the Association during the period. The total amount of expenses reimbursed was £3,525. The payment of these expenses related to attendance of Executive Committee meetings (£1,499) and attendance of the Annual General Meeting (£1,482), and the cost of undertaking the functional duties within the Association (£545). None of the trustees have been paid any remuneration or received any other benefits from an employment with the Association during the period.

### **10. Expenditure on grants, awards, and support**

	<b>2017-18</b>	<b>2016-17</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>(£)</b>	<b>(£)</b>
<b>Grants, awards, and support</b>		
New Research Workers' Award	<b>12,145</b>	9,711
Quaternary Research Fund	<b>25,034</b>	12,895
Quaternary Conference Fund	<b>12,182</b>	5,311
Postgraduate Meetings Award	<b>563</b>	190
Outreach Award	<b>4,460</b>	1,750
Geoconservation Award	<b>1,000</b>	0
Undergraduate Dissertation Prize	<b>250</b>	250
C14 bursaries	<b>0</b>	1,263
Croll and Lewis Penny Medals (ADM travel)	<b>669</b>	0
Postgraduate conference	<b>500</b>	500
Sub-group support	<b>0</b>	500
	<b>56,803</b>	32,370

Full details of all QRA grants and awards are available on the QRA website: [www.qra.org.uk/grants](http://www.qra.org.uk/grants).

### **11. Expenditure on Wiley JQS Editorial Board**

	<b>2017-18</b>	<b>2016-17</b>
	<b>Restricted funds</b>	<b>Restricted funds</b>
	<b>(£)</b>	<b>(£)</b>
<b>Wiley JQS Editorial Board</b>		
JQS Editors' honoraria	<b>9,000</b>	9,000
JQS Editorial Board expenses	<b>1,155</b>	2,108
	<b>10,155</b>	11,108



## 12. Other expenditure

	2017-18	2017-18	2017-18	2016-17
	Unrestricted funds	Restricted funds	Total funds	Total funds
	(£)	(£)	(£)	(£)
<b>Other expenditure</b>				
Refunds	0	0	0	24
Meetings	3,500	0	3,500	3,691
Catering and room hire	538	0	538	963
UK INQUA subscription	6,439	5,910	12,349	12,921
Website	458	0	458	660
Dissertation prize administration	200	0	200	0
Medals (striking/engraving)	52	0	52	19
QRA archives	0	0	0	940
Bank charges	168	0	168	160
	11,356	5,910	17,266	19,378

### *Meetings*

The Association supported seven meetings during the period at a cost of £3,500 to the Association.

### *Dissertation prize administration*

The Association's Undergraduate Dissertation Prize is administered by staff at the Royal Geographical Society (with the Institute of British Geographers), at a cost of £200 to the Association.

## 13. Analysis of charitable funds

Fund name	Fund balances brought forward	Income	Expenditure	Net income/ (expenditure)	Fund balances carried forward
	(£)	(£)	(£)	(£)	(£)
<b>Restricted funds</b>					
Bill Bishop	15,255	0	0	0	15,255
Lewis Penny	5,000	0	0	0	5,000
INQUA	85,500	0	0	0	85,500
Wiley JQS Editorial Board	21,301	15,465	10,155	5,310	26,612
Royal Society INQUA	0	5,910	5,910	0	0
	127,056	21,375	16,065	5,310	132,366
<b>Unrestricted funds</b>					

QRA General	82,130	96,231	88,984	7,248	89,378
Unexpected liabilities	30,000	0	0	0	30,000
	112,130	96,231	88,984	7,248	119,378
<b>Total funds</b>	<b>239,186</b>	<b>117,606</b>	<b>105,048</b>	<b>12,558</b>	<b>251,744</b>

#### 14. Restricted funds

The Association is responsible for some restricted funds.

##### *Bill Bishop Fund*

The Fund supports the Bill Bishop Award, which is designed to provide support for field-based research in the subject of geology and related sciences in the fields of: (i) Cenozoic stratigraphy, palaeoenvironments and chronology in relation to hominid evolution; and (ii) British Quaternary stratigraphy, palaeoenvironments and geomorphology.

##### *Lewis Penny Fund*

The Fund supports the Lewis Penny Medal, which is named after a founder member of the Association and prominent Quaternary scientist, Lewis Penny.

##### *INQUA Fund*

In 1977 the UK was host to the 10th INQUA Congress in Birmingham. The surplus generated from that event had been held in trust by the Royal Society on behalf of the Association, and the Association took control of the fund in 2012. The Association releases (unrestricted fund) monies in addition to the accumulated interest from this fund to support Association members attending the quadrennial INQUA Congress.

##### *Wiley JQS Editorial Board*

The Association administers editorial expenses for the Journal of Quaternary Science on behalf of Wiley. The Association receives an annual payment to cover editorial board meeting expenses (£14,965) and to support an overseas speaker (£500) for the Wiley Lecture given at the Association's Annual Discussion Meeting.

##### *Royal Society INQUA*

The Association receives 49% of the annual UK subscription to INQUA from the Royal Society, contributing the remaining 51% of the balance from its own unrestricted funds. The funds received from the Royal Society are ring-fenced for the INQUA subscription payment. See note 7 for further details.

#### 15. Future expenditure and commitments

See section 1.4 of the Treasurer's Report for details.

## 1. Financial review

### 1.1. Introduction

This Report covers the period 1 August 2017 to 31 July 2018. Accounts are detailed in tables 1 and 2. The Association's financial activities have been generally comparable to previous years and remain healthy and stable.

### 1.2. Income

In total, the Association's income from subscriptions and book sales amounted to £18,064. This comprises £9,237 from membership subscriptions paid via standing order, £1,534 from book sales paid by cheque, and £7,292 from subscriptions and book sales paid for online through the QRA's website via the Stripe payment system. The Association received an important amount from Wiley as a profit-share from the publication of *Journal of Quaternary Science* (JQS), which totalled £75,065 (an increase on last year following contract renewal). Other royalties from the Publisher's Licensing Society amounted to an additional £1,659. The Royal Society contribution towards the UK's membership of INQUA was £5,910, which continues to support the UK as a top-level INQUA contributor. The QRA Treasurer has responsibility for administering a fund from Wiley for the JQS Editorial Board, which is ring-fenced for use on JQS expenses (honoraria, meeting expenses). The payment from Wiley for 2018 was £15,465. Overall, the Association's working income (subscriptions, book sales, royalties) for financial year 2017-18 was £94,788, and total income was £117,606.

### 1.3. Expenditure

Day-to-day running costs of the Association have continued to decrease from £16,056 to £13,520, which is principally due to a reduction in printing and postage costs following the transition to digital distribution of *Quaternary Newsletter*. The Association's budget to support activities through grants, awards, and sponsorship increased to £56,803 from last year's total of £32,370. The UK subscription to INQUA for 2017 was £12,349. Overall expenditure for 2016-17 was £80,465.

### 1.4. Year-end financial status

At the end of July 2018, the Association held:

- £ 91,296.85 in our Bank of Scotland Treasurer's Account
- £ 27,542.73 in our Bank of Scotland Publications Account
- £ 92,347.82 in our HSBC Community Account
- £ 40,556.89 in our HSBC Manager's (savings) Account

The Association started the 2017-18 financial year with total funds of £239,186.49 and ended with £251,744.29. As always, the Treasurer will aim to break-even within the financial year. Ring-fenced sums within our holdings include approximately £15,300 held in trust for the Bill Bishop Award, £85,500 for the INQUA fund, £5000 for the Lewis Penny Medal, £26,600 for administering the JQS Editorial Board, and £30,000 is designated to meet any unexpected liabilities.

### 1.5. Plans for future periods

Renegotiation of the QRA's JQS contract substantially increased the Association's annual royalty income. To balance the higher working income, the Executive Committee agreed that spending on selected standard awards would increase and a Geoconservation Award would be introduced from September 2017. A prestigious 'QRA Award' (upper limit £5000, to be introduced January 2019) and the new award limits increased awards spending by over £24,000 in 2017-18. The QRA's financial position means that we will be available to provide important funding opportunities for the 2019 INQUA Congress in Dublin; the QRA awarded £24,000 to 43 Members to support attendance at the 2015 INQUA Congress in Japan. This funding level can be maintained for Dublin 2019.

**Jack Lacey**  
**27<sup>th</sup> August 2018**

## 2. Statement of financial activities

Table 1. Income and expenditure for the year ended 31 July 2018.

		2017-18	2017-18	2017-18	2016-17
	Note	Unrestricted funds	Restricted funds	Total funds	Total funds
		(£)	(£)	(£)	(£)
<b>Income</b>					
Donations		0	0	<b>0</b>	318
Subscriptions and book sales	<b>4</b>	18,064	0	<b>18,064</b>	19,453
Royalties	<b>5</b>	76,724	0	<b>76,724</b>	46,294
Wiley JQS Editorial Board	<b>6</b>	0	15,465	<b>15,465</b>	29,000
Royal Society INQUA Support	<b>7</b>	0	5,910	<b>5,910</b>	6,257
Other income	<b>8</b>	1,443	0	<b>1,443</b>	2,909
<b>Total income</b>		<b>96,231</b>	<b>21,375</b>	<b>117,606</b>	<b>104,232</b>
<b>Expenditure</b>					
Running costs	<b>9</b>	13,520	0	<b>16,056</b>	16,056
Publications		7,305	0	<b>1,553</b>	1,553
Grants, awards, and support	<b>10</b>	56,803	0	<b>32,370</b>	32,370
Wiley JQS Editorial Board	<b>11</b>	0	10,155	<b>11,108</b>	11,108
Other expenditure	<b>12</b>	11,356	5,910	<b>19,378</b>	19,378
<b>Total expenditure</b>		<b>88,984</b>	<b>16,065</b>	<b>105,048</b>	<b>80,465</b>
<b>Net income/(expenditure)</b>		<b>7,248</b>	<b>5,310</b>	<b>12,558</b>	<b>23,767</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		112,130	127,056	<b>239,186</b>	215,420
<b>Total funds carried forward</b>		<b>119,378</b>	<b>132,366</b>	<b>251,744</b>	<b>239,186</b>

The notes on the following pages form part of these financial statements.

### 3. Statement of financial position

Table 5. Assets and liabilities as at 31 July 2018.

	<b>Note</b>	<b>2017-18</b> (£)	<b>2016-17</b> (£)
<b>Cash funds</b>			
Bank of Scotland Treasurer's Account		<b>91,297</b>	82,057
Bank of Scotland Publications Account		<b>27,543</b>	27,502
HSBC Community Account		<b>92,348</b>	89,093
HSBC Manager's Account		<b>40,557</b>	40,534
<b>Total cash funds</b>		<b>251,744</b>	239,186
<b>Liabilities</b>			
Uncashed cheques		<b>400</b>	0
<b>Total liabilities</b>		<b>400</b>	0
<b>Total net assets</b>		<b>251,344</b>	239,186
<b>Funds of the charity</b>	<b>13</b>		
<b>Restricted funds</b>	<b>14</b>		
Bill Bishop Fund		<b>15,255</b>	15,255
Lewis Penny Fund		<b>5,000</b>	5,000
INQUA Fund		<b>85,500</b>	85,500
Wiley JQS Editorial Board		<b>26,612</b>	21,302
		<b>132,367</b>	127,056
<b>Unrestricted funds</b>			
QRA General Fund		<b>89,377</b>	82,130
Unexpected Liabilities Designated Fund		<b>30,000</b>	30,000
		<b>119,377</b>	112,130
<b>Total charity funds</b>		<b>251,744</b>	239,186

The notes on the following pages form part of these financial statements.

## 4. Notes to the financial statements

### 1. General information

The Quaternary Research Association is a registered charity (#262124) operating throughout England and Wales, Northern Ireland, and Scotland and is unincorporated. The registered office is 1 Kensington Gore, London SW7 2AR. The Association constitutes a public benefit entity.

### 2. Statement of compliance

The accounts have been prepared in accordance with the Charities Act 2011.

### 3. Accounting Policies

#### Basis of preparation

The accounts are prepared on a receipts and payments basis in pounds sterling (£), which is the functional currency of the Association. Monetary amounts in these accounts are rounded to the nearest £.

#### Going concern

The Trustees do not consider that there are any material uncertainties related to events or conditions that cast significant doubt on the Association's ability to continue as a going concern.

#### Fund Accounting

Unrestricted funds are spent or applied at the discretion of the Trustees to further any of the Association's purposes.

Designated funds are a portion of the unrestricted funds set aside by the Trustees for a particular future project or commitment.

Restricted funds may only be spent for a particular purpose of the charity. Unrestricted funds may be used to supplement expenditure made from restricted funds.

#### Income

Income is the inflow of economic benefits to the Association from the activities that it undertakes. All income is included in the statement of financial activities when entitlement has passed to the Association. The following specific policies are applied to particular categories of income:

- Income from subscriptions are stated on a receipts basis and no adjustment is made to account for late receipt; delayed payment of a member's subscription may be due to that member choosing not to renew their subscription.
- Grant or donation income is accounted for when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.
- No income amount is included for the contribution of volunteers.

#### Expenditure

Expenditure is the amount of a charity's resources that have been spent or otherwise used up in carrying out its activities. The Association is not registered for VAT and accordingly irrecoverable VAT is registered under headings of the statement of financial activities to which it was incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities includes all costs incurred by the Association in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the Association apportioned to charitable activities. Expenditure on charitable activities, for example awards or meeting support transactions, is accounted for when paid.
- All expenditure is allocated to categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable, and consistent basis.
- Meetings are organised by meeting leaders (volunteers), usually with the assistance of the host institution, who handle all aspects of income and expenditure for the meeting. Meetings need to be

self-financing and so registration fees should cover costs. Following the meeting, the organisers provide the Association with a financial statement of income and expenditure associated with the meeting and return any financial surplus to the Association, which is accounted for on receipt as net income.

**Trustee's expenses** are the reimbursement by the Association of costs incurred by its trustees in carrying out their duties and similar payments made by the Association direct to third parties on their behalf. Trustee expenses are paid in accordance with Charity Commission Guidance CC11 (Trustee expenses and payments; issued March 2012).

#### 4. Income from subscriptions and book sales

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Subscriptions and book sales</b>		
Membership subscriptions	9,237	11,250
Book sales	1,534	1,205
Subscriptions/book sales (Stripe)	7,292	6,998
	<b>18,064</b>	<b>19,453</b>

#### 5. Income from royalties

The Association receives annual royalties from Wiley on subscription and article sales revenue for *Journal of Quaternary Science*, including income from Open Access Article Publication Charges (based on the contract after to start-2017). In addition, licensing revenue payments are dispersed to the Association from the Publishers' Licensing Services (PLS).

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Royalties</b>		
Wiley <i>Journal of Quaternary Science</i>	75,065	45,399
Publishers' Licensing Services	1,659	895
	<b>76,724</b>	<b>46,294</b>

#### 6. Income from Wiley JQS Editorial Board

The Association assumed responsibility for administering a fund for the JQS Editorial Board in 2014-15. This money is ring-fenced for use on JQS expenses.

	2017-18	2016-17
	Restricted funds	Restricted funds
	(£)	(£)
<b>Wiley JQS Editorial Board</b>		
Payment for 2016	0	14,000
Payment for 2017	0	15,000
Payment for 2018	15,465	
	<b>15,465</b>	<b>29,000</b>

#### 7. Income from Royal Society INQUA Support

The Association is the adhering body to the International Union for Quaternary Research (INQUA), and the President of the Association is the national representative to INQUA. The Association is responsible for paying 51% of the annual UK subscription to INQUA from its own unrestricted funds, with the Royal Society contributing the remaining 49% of the balance. The funds received from the Royal Society are ring-fenced for the UK INQUA subscription payment (see note 13 and 14).

## 8. Other income

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Other income</b>		
Surplus on meetings	587	1,810
Bank refunds	720	1,080
Advertising	0	0
Returned awards	113	0
Bank interest	23	19
	<b>1,443</b>	<b>2,909</b>

### *Bank refunds*

Two Quaternary Conference Fund award payments (of £360) each made to internal members of the QRA were returned by the bank during 2017-18. The international payments were rejected by the overseas receiving bank.

## 9. Expenditure on running costs

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Running costs</b>		
Newsletter and circular printing	764	2,936
Newsletter postage	1,865	3,055
Administration support	6,000	6,000
Postage and stationary	124	455
Executive Committee costs	3,525	2,425
Insurance premium	1,242	1,185
	<b>13,520</b>	<b>16,056</b>

### *Newsletter and circular printing*

The publication cost for *Quaternary Newsletter* (QN) 143/Circular was £310 and QN 144/Circular £382. The Association also printed a letter to the Membership costing £72. The Association's newsletter and circular are made available to members as a digital document; printing and postage costs have therefore reduced compared to the previous financial year.

### *Administration support*

Administration support, including dealing with membership issues, maintaining the membership database, organising printing and distribution of the Association's Newsletter and Circular, and administering sales of the Association's publications, is outsourced to Val Siveter.

### *Executive Committee costs*

Eighteen Executive Committee Members have had their expenses met by the Association during the period. The total amount of expenses reimbursed was £3,525. The payment of these expenses related to attendance of Executive Committee meetings (£1,499) and attendance of the Annual General Meeting (£1,482), and the



cost of undertaking the functional duties within the Association (£545). None of the trustees have been paid any remuneration or received any other benefits from an employment with the Association during the period.

#### 10. Expenditure on grants, awards, and support

	2017-18	2016-17
	Unrestricted funds	Unrestricted funds
	(£)	(£)
<b>Grants, awards, and support</b>		
New Research Workers' Award	12,145	9,711
Quaternary Research Fund	25,034	12,895
Quaternary Conference Fund	12,182	5,311
Postgraduate Meetings Award	563	190
Outreach Award	4,460	1,750
Geoconservation Award	1,000	0
Undergraduate Dissertation Prize	250	250
C14 bursaries	0	1,263
Croll and Lewis Penny Medals (ADM travel)	669	0
Postgraduate conference	500	500
Sub-group support	0	500
	<b>56,803</b>	<b>32,370</b>

Full details of all QRA grants and awards are available on the QRA website: [www.qra.org.uk/grants](http://www.qra.org.uk/grants).

#### 11. Expenditure on Wiley JQS Editorial Board

	2017-18	2016-17
	Restricted funds	Restricted funds
	(£)	(£)
<b>Wiley JQS Editorial Board</b>		
JQS Editors' honoraria	9,000	9,000
JQS Editorial Board expenses	1,155	2,108
	<b>10,155</b>	<b>11,108</b>

#### 12. Other expenditure

	2017-18	2017-18	2017-18	2016-17
	Unrestricted funds	Restricted funds	Total funds	Total funds
	(£)	(£)	(£)	(£)
<b>Other expenditure</b>				
Refunds	0	0	0	24
Meetings	3,500	0	3,500	3,691
Catering and room hire	538	0	538	963
UK INQUA subscription	6,439	5,910	12,349	12,921
Website	458	0	458	660
Dissertation prize administration	200	0	200	0
Medals (striking/engraving)	52	0	52	19
QRA archives	0	0	0	940
Bank charges	168	0	168	160
	<b>11,356</b>	<b>5,910</b>	<b>17,266</b>	<b>19,378</b>

### *Meetings*

The Association supported seven meetings during the period at a cost of £3,500 to the Association.

### *Dissertation prize administration*

The Association's Undergraduate Dissertation Prize is administered by staff at the Royal Geographical Society (with the Institute of British Geographers), at a cost of £200 to the Association.

## **13. Analysis of charitable funds**

<b>Fund name</b>	<b>Fund balances brought forward (£)</b>	<b>Income (£)</b>	<b>Expenditure (£)</b>	<b>Net income/ (expenditure) (£)</b>	<b>Fund balances carried forward (£)</b>
<b>Restricted funds</b>					
Bill Bishop	15,255	0	0	0	15,255
Lewis Penny	5,000	0	0	0	5,000
INQUA	85,500	0	0	0	85,500
Wiley JQS Editorial Board	21,301	15,465	10,155	5,310	26,612
Royal Society INQUA	0	5,910	5,910	0	0
	<b>127,056</b>	<b>21,375</b>	<b>16,065</b>	<b>5,310</b>	<b>132,366</b>
<b>Unrestricted funds</b>					
QRA General	82,130	96,231	88,984	7,248	89,378
Unexpected liabilities	30,000	0	0	0	30,000
	<b>112,130</b>	<b>96,231</b>	<b>88,984</b>	<b>7,248</b>	<b>119,378</b>
<b>Total funds</b>	<b>239,186</b>	<b>117,606</b>	<b>105,048</b>	<b>12,558</b>	<b>251,744</b>

## **14. Restricted funds**

The Association is responsible for some restricted funds.

### *Bill Bishop Fund*

The Fund supports the Bill Bishop Award, which is designed to provide support for field-based research in the subject of geology and related sciences in the fields of: (i) Cenozoic stratigraphy, palaeoenvironments and chronology in relation to hominid evolution; and (ii) British Quaternary stratigraphy, palaeoenvironments and geomorphology.

### *Lewis Penny Fund*

The Fund supports the Lewis Penny Medal, which is named after a founder member of the Association and prominent Quaternary scientist, Lewis Penny.

### *INQUA Fund*

In 1977 the UK was host to the 10th INQUA Congress in Birmingham. The surplus generated from that event had been held in trust by the Royal Society on behalf of the Association, and the Association took control of the fund in 2012. The Association releases (unrestricted fund) monies in addition to the accumulated interest from this fund to support Association members attending the quadrennial INQUA Congress.

### *Wiley JQS Editorial Board*

The Association administers editorial expenses for the Journal of Quaternary Science on behalf on Wiley. The Association receives an annual payment to cover editorial board meeting expenses (£14,965) and to support an overseas speaker (£500) for the Wiley Lecture given at the Association's Annual Discussion Meeting.

### *Royal Society INQUA*

The Association receives 49% of the annual UK subscription to INQUA from the Royal Society, contributing the remaining 51% of the balance from its own unrestricted funds. The funds received from the Royal Society are ring-fenced for the INQUA subscription payment. See note 7 for further details.

**15. Future expenditure and commitments**

See section 1.4 of the Treasurer's Report for details.



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Quaternary Research Association

On accounts for the year  
ended

31st July 2018

Charity no  
(if any)

262124

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

*Mark Estwick*

Mark Estwick (May 21, 2019)

Date:

31/05/2019

Name:

MARK ESTWICK

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address:

24 WINDSOR ROAD

ROYSTON

SG8 9JF






# QRA

Final Audit Report

2019-05-31

Created:	2019-05-31
By:	Mark Estwick (mark@mjeaccountants.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHFSqvqgGgrmZskU69Sxpdmw5CVGKqNSG

## "QRA" History

-  Document created by Mark Estwick (mark@mjeaccountants.co.uk)  
2019-05-31 - 11:57:47 AM GMT- IP address: 82.24.245.229
-  Document emailed to Mark Estwick (markestwick1976@hotmail.com) for signature  
2019-05-31 - 11:58:46 AM GMT
-  Email viewed by Mark Estwick (markestwick1976@hotmail.com)  
2019-05-31 - 11:59:21 AM GMT- IP address: 82.24.245.229
-  Document e-signed by Mark Estwick (markestwick1976@hotmail.com)  
E-signature hosted by Mark Estwick (mark@mjeaccountants.co.uk)  
Signature Date: 2019-05-31 - 12:01:43 PM GMT - Time Source: server- IP address: 82.24.245.229
-  Signed document emailed to Mark Estwick (markestwick1976@hotmail.com) and Mark Estwick (mark@mjeaccountants.co.uk)  
2019-05-31 - 12:01:43 PM GMT



Adobe Sign