

The 2020 Annual General Meeting (148th council meeting) of the Council for British Archaeology will be held on Thursday 4<sup>th</sup> February 2021 via Zoom, starting at 11.30am. The agenda are given below.

The AGM will be followed by a short video on the work of the CBA over the year 2020 and by the award ceremony for the 2020 Marsh Archaeological Awards.

The annual Beatrice de Cardi lecture will follow the Marsh Archaeology Awards and will be delivered by Raksha Dave. Members attending the AGM are invited to participate in all the subsequent events which will conclude with the launch of the 2021 Festival of Archaeology.

### Mr Neil I Redfern

Executive Director & Company Secretary, Council for British Archaeology

Email: [neilredfern@archaeologyuk.org](mailto:neilredfern@archaeologyuk.org)

### AGENDA

<b>11:30</b>	<b>CBA AGM</b>
<b>12:30</b>	<b>Video: The CBA in 2020</b>
<b>12:40</b>	<b>Marsh Archaeology Awards</b>
<b>13:00</b>	<b>Beatrice de Cardi Lecture: Raksha Dave</b>
<b>13:45</b>	<b>Launch of 2021 Festival of Archaeology</b>
<b>14:00</b>	<b>Close</b>

### AGM Agenda

- 1 Confirmation of appointments to the Board of Trustees, Chair and Vice-Chair of Trustees**
- 2 Minutes of the Annual General Meeting held on Friday 22<sup>nd</sup> November 2019**
  - To approve the draft minutes of the Annual General Meeting held on Friday 22 November 2019, in the rooms of the Society of Antiquaries of London, Burlington House, Piccadilly, London W1J 0BE (available via note 1 below).
  - Matters arising from the minutes if not referred to below.
- 3 Strategic overview from the Chair of the Trustees, Mr Ken Smith**
- 4 Annual Trustees' Report and Financial Statements.** To receive and adopt the report of the trustees and the audited accounts for the year ending 31 March 2020. Paper available via note 1 below.
- 5 Revised membership and subscription rates 2020-21.** To agree revised fees for the next financial year as set out in the table available via note 1 below.
- 6 Vote of thanks to our President Mr Dan Snow.** After 6 years as President Mr Snow has decided to stand down and the CBA is hugely grateful for all he has contributed in that time.
- 7 Executive Director's report on current and future activities, with an opportunity to discuss issues of concern to members.** To receive a report from CBA Executive Director, Mr Neil I Redfern.
- 8 Appointment of auditors.** Council is invited to approve the re-appointment of Armstrong Watson as auditors for the coming year.
- 9 Dates of future meetings – Feb 2022**

#### Notes:

- Meeting papers will be available from <https://new.archaeologyuk.org/news/cba-agm-for-2020> or by contacting us at the address below.
- A member who is entitled to attend and vote at the above meeting is entitled to appoint a proxy (the Chair or any other person) to vote in his or her place. If you wish to use this facility please contact Neil Redfern, Executive Director, for further information via the details below.

**COUNCIL FOR BRITISH ARCHAEOLOGY**  
**Minutes of the 2019 Annual General Meeting (147th Council Meeting)**

The Annual General Meeting (147th Council meeting) was held on 22 November 2019 in the rooms of the Society of Antiquaries of London, Burlington House, Piccadilly, London. The meeting was chaired by Mr Ken Smith, Chair of Trustees. The CBA Executive Director and staff members were in attendance.

**1. Minutes of previous meetings**

The Minutes of the 146th Council meeting, held on 30 November 2018, were APPROVED. There were no matters arising.

**2. Chair of Trustees' strategic overview**

The Chair discussed the strategic context for the work of the CBA noting a number of issues under three headings of political uncertainty, impacts on the profession, and impacts on the CBA. These included the continued impact of Brexit on a range of issues, from availability of archaeologists, to the falling value of the pound, uncertainty over the future of infrastructure projects such as HS2, the reduction in European funding for research and the falling student rolls on archaeology courses. The increased competition for reduced and reducing project funding, one of the CBA's financial props, was noted, as well as the beginning of the transformation process (supported by the NLHF) which was expanded upon later by the CBA's Business Transformation Director (see agenda item 8 below).

**3. Annual trustees' report and financial statements**

The Executive Director reported that the financial statements showed a significant positive out turn of £45k for the year, however this was largely due to the addition to the balance sheet of funds held by the CBA's local Young Archaeologists' Club branches, though these funds are restricted and not available for general purposes. This gives a more accurate view of the charity's overall finances.

The Executive Director noted that the CBA had broken even on its operational activities for the year and the cost base for the charity would be further reduced in the coming year due to the office move to smaller less costly premises. The reserves held by the charity (now £163K) remain lower than desirable and it was hoped to build them gradually in the coming years.

The annual trustee report and financial statements for 2018-19 were APPROVED.

**4. Revised membership and subscription rates 2020-21**

The Executive Director proposed new membership and subscription rates from 1 April 2020, as agreed by trustees. CBA continues to increase rates every other year broadly in line with inflation. The proposed increases were approximately 5% across the board.

The increased rates were AGREED.

**5. Articles of Association**

The Executive Director proposed the adoption of a revised and updated constitution on behalf of the trustees. Most of the changes were linked with updated legislation of current good practice for charities, however there were substantive changes in two areas:

- a) The new constitution reduced the number of trustees from 15 to 12 and only allowed trustees to serve two consecutive terms of three-years, reduced from three terms in the previous constitution. The number of Vice-Chairs was reduced from three to one.

- b) The new constitution contained a new clause giving trustees the power to remove members if their continued membership would be prejudicial to the Council's objects or the best interests of the Council.

Members were asked to agree that the Articles of Association of the Company be and are hereby replaced by the Articles of Association made available in the papers for the meeting in substitution for and to the exclusion of all existing Articles of Association. The special resolution was AGREED unanimously.

#### **6. To elect David Baker as an Honorary Vice-President of the CBA**

The Executive Director proposed the nomination on behalf of the trustees. David Baker had been involved with the CBA for several decades, including serving as a trustee and Vice-Chair in the past. He had been an advisor to the CBA on the management of Stonehenge and until recently had chaired the CBA's Casework Panel.

The nomination was AGREED.

#### **7. To elect Trevor Pearson as an Honorary Member of the CBA**

The Executive Director proposed the nomination on behalf of the trustees. Trevor Pearson had been involved with CBA Yorkshire for many years and had at various times filled all the key officer roles within the Group, including Chair and Hon Secretary. He was a very active member of the Scarborough Archaeological & Historical Society.

The nomination was AGREED.

#### **8. Executive Director's report on current and future activities**

The Executive Director noted that this year was the 75<sup>th</sup> anniversary of the formation of the Council – with the very first meeting held in March 1944 in the room where the 2019 AGM was being held.

A key area of activity over the previous year had been the initiation of a transformation process which was now underway to ensure that the CBA was resilient and fit for purpose for the 21<sup>st</sup> century. He introduced the new Business Transformation Director (Dr Helen Wilkinson) who gave a brief update on progress.

She noted that two reports had been produced over the last year with funding from the National Lottery Heritage Fund: an audience development plan by Tricolor and a report on the organisational development and fundraising opportunities for the CBA by Taryn Nixon Heritage Works. The CBA had invested in new posts including a Marketing & Communications Manager and a Development Manager to take forward the recommendations of the reports. A new bid to the NLHF was in preparation to modernise the underpinning business systems within the CBA secretariat and develop a new website.

The Executive Director then reported on activities over the last year undertaken by the CBA which had focussed on the three strategic areas agreed by members in 2016 as priorities for 2016-19:

- Enhancing the protection and stewardship of the UK's archaeological heritage
- Increasing the range and diversity of public participation in archaeology
- Increasing public awareness and knowledge of the UK's archaeological heritage

Much of the CBA's work related to engaging a range of audiences with archaeology – with the Young Archaeologists' Club, the Festival of Archaeology and projects like the Home Front Legacy and Coastal and Inter-Tidal Zone Archaeological Network.

The CBA also continued to develop public understanding of the UK's archaeological heritage via our magazine *British Archaeology*, and our publications. He noted that for the first time a CBA publication was being translated into Chinese to reach a large international audience. The work of the National and Regional Groups with their meetings and events was also an important part of the CBA Network's offer.

It was reported that the CBA had taken over the running of the British Archaeological Awards from an independent charity. The first awards would be run in 2020 but the Marsh Archaeology Awards would continue to operate separately.

The CBA's role to speak up for archaeology remained crucial and harks back to the foundations of the charity in the 1940s. We continue our statutory role as a National Amenity Society and have an increasing impact with our comments on planning proposals which will impact on the significance of the historic environment. We also continue to influence Government policy and were pleased to comment in detail earlier in the year on updating the systems for dealing with Treasure in England, Wales and Northern Ireland. The Government's response to the outcome of the consultation is awaited. The CBA continues to be active in responding to proposals for the management of the World Heritage Site at Stonehenge. Our Hon Vice-President George Lambrick made a significant contribution to the Public Examination on the latest Highways England proposals for the A303 in the WHS and we await the outcome of the Examination at the end of the year.

In concluding, the Executive Director announced that this would be his last AGM as a CBA employee. He would be moving on to new challenges in early 2020 having worked for the CBA for nearly 30 years – the last fifteen as Director. He was proud to have had the chance to build on the work of his amazing predecessors: Beatrice de Cardi, Henry Cleere, Richard Morris and George Lambrick and would continue to offer support to his successor as needed.

He was pleased that the recent work to look at the CBA's purpose and audiences had strongly backed the CBA's vision of 'archaeology for all'. Public engagement with archaeology was a vital role for the CBA and he was particularly proud of the CBA's work with young people. The CBA also has a crucial role as the key body working across the UK which brings together all the different parts of the archaeology sector and connects the professional workforce with the public.

He thanked the staff and trustees he had worked with over 30 years and wished the CBA well for the future.

The Chair thanked the Executive Director on behalf of the members for all his dedication and commitment to the CBA and to archaeology.

### **9. Appointment of auditors**

The re-appointment of Armstrong Watson as auditors for the coming year was CONFIRMED.

### **10. Dates of future meetings**

To be confirmed and announced in the CBA members' newsletter.

*The Chair thanked members for attending and closed the Meeting.*

Council for British Archaeology Membership Rates 2021/22

<b>Individual</b>	<b>2020/21 rate (£)</b>	<b>2021/22 (£)</b>
Individual	£42.00	£42.00
Joint	£48.00	£48.00
Family	£54.00	£54.00
Student	£26.00	£26.00
<b>Institutional</b>		
Societies up to 100 members	£43.00	£43.00
Societies 101-500 members	£67.00	£67.00
Societies over 500 members	£125.00	£125.00
National bodies/societies	£125.00	£125.00
Non-National museums	£67.00	£67.00
Local government departments	£99.00	£99.00
Contractors, trusts, committees	£67.00	£67.00
University departments	£125.00	£125.00
Other educational bodies	£78.00	£78.00

**British Archaeology Magazine Subscription Rates**

The subscription rate for the magazine set separately to membership and does not need approval of the AGM. Individual subscription will rise from £33 a year to £35.00 in 2021/22