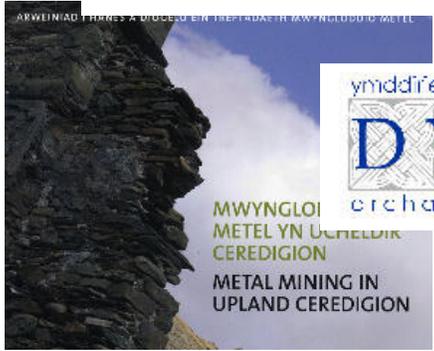
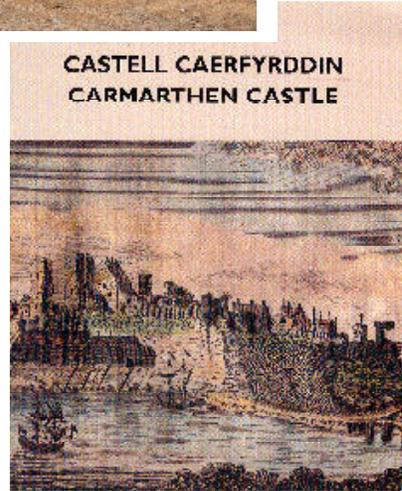




# DYFED ARCHAEOLOGICAL TRUST LIMITED



# TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2008



The Shire Hall  
Carmarthen Street  
Llandeilo  
Carmarthenshire  
SA19 6 AF

# TRUSTEES' REPORT FOR THE YEAR ENDING 31ST MARCH 2008

The Trustees present their annual report and accounts for the year ended 31st March 2008

## LEGAL AND ADMINISTRATIVE INFORMATION

### Principal Activity

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

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

### Constitution

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

### Trustees

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

Dr J L Davies  
Mr C J Delaney  
Mr C R Musson (Chairman)  
Dr E Plunkett Dillon

At the 5<sup>th</sup> October 2007 AGM the retiring Trustee, Mr Musson was, under Article 41 of the Trust's Articles, deemed re-elected.

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

Existing Trustees review the membership on a regular basis and offer Trustee positions to existing Members as they see fit. It is the Trust's intention to increase the number of Trustees beyond the current number in the near future. Any necessary training requested by individual Trustees in order to fulfill their role is reviewed on an ongoing basis. Upon appointment of a new Trustee their training needs are reviewed immediately.

## **Officers and Registered Office**

At the beginning of the year Mr E G Hughes was the Company Secretary and Principal Officer (Chief Executive) of the Trust, prior to taking up his new position as Chief Inspector of Ancient Monuments and Buildings at Cadw from 1<sup>st</sup> May 2007. The Trustees wish to thank Mr Hughes sincerely for the inspiring leadership that he provided for the Trust during his years in office. Mr K Murphy was appointed as the new Company Secretary and Principal Officer (Chief Executive) of the Trust from 1<sup>st</sup> May; the Trustees welcome him to the post, for which he is highly qualified through his many years of previous service to the Trust.

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

## **Trustees' responsibilities**

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

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

## **Membership of the Trust**

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

Membership of the Trust is by invitation of the Trustees; it is personal and not transferable. At the end of the year the membership totaled 46. A full list of members as at the 31st March 2008 is contained in Appendix A.

## **Trust Premises**

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

## **Staff**

The average number of employees during the year was 23. A full list of staff as at 31st March 2008 is contained in Appendix B. The Trustees wish to express their thanks to all the Trust staff for their commitment and efforts during the year.

## Staff Training

During the course of the year members of staff attended several conferences/day schools including: the annual Institute of Field Archaeologists' conference; a climate change conference; and a day school on integrating archaeology and ecology. Formal training was provided for some staff on: project costing skills; staff appraisals; grant-aid applications; and life-long learning. Certificated courses included; first aid; and cable avoidance. In addition in-house training and mentoring was provided.

## Trust name

Since the mid 1990s the Trust has used the working name **Cambria Archaeology**. This name was dropped in early 2008, and the name **Dyfed Archaeological Trust** will be used in future for all the Trust's activities.

## Professional Registration

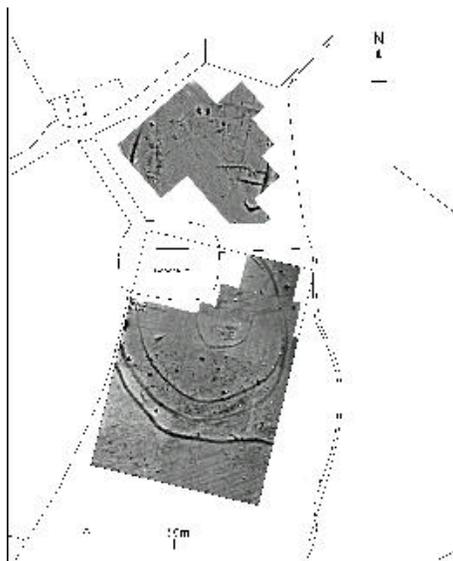
A visit by members of the registered organisations validation committee to the Trust's offices and to an example of fieldwork confirmed the Trust's status as an **Institute of Field Archaeologists Registered Archaeological Organisation**. During 2007-08 the Trust continued to work towards obtaining registration with **Investors in People**. It is anticipated that registration will be successfully awarded during 2008.

# REVIEW OF TRUST ACTIVITIES DURING THE YEAR

## ARCHAEOLOGICAL RESEARCH AND INVESTIGATION

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

The third year of the Cadw grant-aided **Prehistoric Defended Enclosures Project** was completed, with visits made to over 200 sites in Carmarthenshire and over 250 Historic Environment Records updated. Scheduling and other recommendations were made to Cadw. During the course of the continuing Cadw grant-aided project – **Cropmarked Enclosures in South Ceredigion and North Pembrokeshire** – the entrance to an Iron Age inland promontory fort at **Berry Hill**, near Newport, Pembrokeshire was excavated and five sites geophysically surveyed. The excavation showed that the promontory fort was unfinished and possibly unused. This was despite the enormous amount of effort expended on digging substantial rock-cut defensive ditches. Geophysical results from three of the surveyed sites were very good, with exceptional results from an enclosure around **Llangan Church**, Carmarthenshire. This project was undertaken with the support of the University of York. During 2008-09 a report for publication will be produced. The Trust, along with the other three Welsh Archaeological Trusts, also contributed a chapter to a book scheduled for publication in 2010 on Iron Age defended settlements in Wales.



*The geophysical survey at Llangan Church undertaken as part of the **Cropmarked Enclosures in South Ceredigion and North Pembrokeshire** project.*

Cadw also grant-aided two post-excavation programmes: the timber trackway at **Llangynfelyn**, Ceredigion, and early medieval cemetery at **West Angle**, Pembrokeshire. The places of publication have not been decided, but the West Angle report will be published jointly with the results from the excavation on the early medieval cemetery at **Brownslade**, Pembrokeshire. During the course of the year Cadw grant-aided additional geophysical work at West Angle complementing that already carried out.

Survey continued on the Cadw grant-aided **Roman Forts, Vici and Roads Project** with geophysical survey on the fort and vicus at **Pen Llwyn**, Ceredigion and on a possible fort at **Old Castle**, Cardigan. Positive results were obtained from Pen Llwyn, but those from the latter site were negative. Support was also provided for geophysical survey and topographical survey on the fortlet at **Waun Ddu**, Carmarthenshire, with the geophysical work undertaken using the Trust's newly acquired equipment. Results of this project will be incorporated into a new edition of the book **Roman Frontiers in Wales**. The Trust produced all the illustrations for this book with grant-aid from Cadw and from other sources.

Cadw grant-aid was also provided for the second year of the **Ports and Harbours Project** examining the Milford Haven Waterway. A series of GIS tables have been produced, supported by a report to inform the decision making process.

Other Cadw grant-aided projects included: the survey of a prehistoric funerary and ritual complex at **Cefn Gwernffrwd**, Carmarthenshire; the production of a prehistoric trail guide to **Preseli**; text production for a booklet on **Cardigan** town (with design and printing in 2008-09 supported by Ceredigion County Council); an appraisal of **Minor Site Types – Prehistoric, Roman and Minor Medieval Defensive** on the regional Historic Environment Record; the production of a report on **Monitoring the Historic Environment: the Archaeological Resource** in conjunction with the Countryside and Community Research Institute, University of Gloucester; a desktop study for the **Scheduling Enhancement** project for Carmarthenshire; and production of text on **Historic Landscape Characterisation** methodology for publication in a guidebook.

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

Post-excavation work continued on the **Brownslade Barrow** project, funded by the Defence Estates with input from the Pembrokeshire Coast National Park Authority. This project won the **Silver Otter Award** for the best conservation work on Ministry of Defence land. A report on this project will be published jointly with the results from the West Angle excavation.

Two excavations were undertaken which included public/community participation. In **Dinefwr Park**, Carmarthenshire, the site of the 18<sup>th</sup>-19<sup>th</sup> century cold bath was rapidly located and the foundations of the building revealed. At **Maenclochog**, Pembrokeshire, defences and buildings of the 'Old Castle' were discovered. Radiocarbon dates indicated that some of these remains pre-date the Anglo-Norman conquest of west Wales.

A substantial evaluation, undertaken at **Frondeg Terrace**, Llanelli, on the site of a presumed medieval chapel, revealed numerous burials. These were radiocarbon dated to the 12<sup>th</sup>-15<sup>th</sup> century. Close to the centre of the Roman town of Carmarthen an evaluation at the **Priory Motor Mart** demonstrated that undisturbed Roman deposits remain *in situ*. These deposits were not investigated during the evaluation and will be preserved during future development. An evaluation on a presumed Iron Age enclosure at **Whitland** indicated that the site has suffered plough damage and little survived apart from deep ditches. A substantial roundhouse and other features were revealed immediately behind the ramparts within the scheduled area

of **Dale Fort**, Pembrokeshire. The area of the excavation had been used as contractor's compound. A radiocarbon date of 750 BC- 400 BC was obtained from a pit that may have contained a cremation. Other evaluations produced less positive results.

Numerous desktop assessments and appraisals were undertaken including, continuing work on two large windfarms in **Powys**; at Capel Bangor, Ceredigion, on land designated for light industrial development; at **Ponthenri and Pentremawr Collieries**, Carmarthenshire, in advance of coal reclamation schemes; and at **Monk Street**, Kidwelly, in advance of housing development.

Building-recording during the year included: **Butterhill Farm**, St Ishmaels; **Stackpole Manor**, Pembrokeshire; and **St Thomas' Green**, Haverfordwest.

Numerous archaeological watching briefs were also undertaken during the course of the year, largely as a result of conditions placed on planning consents. Good results were obtained from a watching brief during road construction at **Felindre Farchog**, Pembrokeshire, where two burnt mounds returned radiocarbon dates of 2340-2030 BC and AD 890-1020.

## **EDUCATION AND PUBLICATION**

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

### **Community Heritage**

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

### **Heritage Interpretation Panels and Leaflets**

The provision of heritage interpretation panels continues to be an important aspect of the promotion of the historic environment in the region. During the year work was completed or started on approximately 30 panels, for a variety of clients, including: twelve for the **Aman and Loughor Heritage Walks** (co-sponsored by Carmarthenshire County Council and Neath-Porth Talbot County Council), three for **Cwm Rhaedr** walks and cycle routes (Cil-y-Cwm Community Council and the Forestry Commission); and six at **Llyn Llech Owain** country park (Carmarthenshire County Council).

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

Two well-attended events were held on the Saturdays of National Archaeology Week in July. One was held at **Aberystwyth Museum** in conjunction with the Young Archaeologists' Club and the Ceredigion County Museum Service and consisted of talks of recent excavations in the area and demonstrations. The second was held at **Carmarthen County Museum**, Abergwili and consisted of demonstrations, interactive events and a display by a Civil War re-enactment group.

As in previous years a number of events were attended or organized at which various aspects of the Trust's work were displayed. These included: an open day at the Trust's offices in

Llandeilo, organized in conjunction with **Llandeilo Fawr Town Council**; an exhibition with a handling collection at the **Portargothi Show**; and a presentation at **Cardigan Heritage Day**.

Considerable interest was shown in the excavation at the castle site **Maenclochog**. This was a community-led project with the Trust providing archaeological supervision and management. As well as members of the community participating in the excavation, over 400 people visited the site during the work and considerable media interest was generated. Members of the community also participated on the excavation of the cold bath in **Dinefwr Park**; a Saturday open day with guided tours of the excavation, run jointly with the National Trust, proved popular. Members of the community also joined the trainees from the University of York's field school to participate in the excavation at **Berry Hill**, Pembrokeshire. Guided tours of the excavation were also given during an open day, supported by an exhibition.



*Duncan Schlee showing members of the public the excavated remains of the Cold Bath, Dinefwr Park during the open day.*

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

As in previous years Trust staff continued to give lectures, talks and guided walks to a wide range of organisations and papers were presented at a number of workshops, conferences and seminars. A total of 58 talks and guided walks were given or led by Trust staff during the year. These included the annual summer meeting of the **Cambrian Archaeological Association**, which took place in Carmarthenshire in August. Marion Page of the Trust organised the week's programme of events and several of the Trust staff gave talks and led excursions. Also included was the fourth annual **Pembrokeshire Archaeology Dayschool**, organized by the Pembrokeshire Coast National Park, with support from the Trust, with talks given by Trust Staff and other speakers.

As part of the **Portable Antiquities Scheme**, the Trust liaised and met with local metal detectorist groups and individuals, and recorded a large number of artifacts.

In addition, individual members of staff were directly involved in representing the Trust and in contributing to the activities of a large number of external organisations and groups at a national, regional and local level, for example: the Cambrian Archaeological Association; the Council for British Archaeology Wales/Cymru; the Association of Local Government Archaeological Officers (ALGAO), at a UK and national association level; the Institute of Field Archaeologists Registered Archaeological Organisations Committee; the Welsh Industrial Archaeological Panel; the 'What's in Store' Advisory Group; the Wales Historic Environment Group; the Society for Church Archaeology; the South Pembrokeshire Ranges Research and Advisory Group; the Carmarthen and Swansea Bay Coastal Engineering Group; the Pembrokeshire Coastal Forum; St David's Diocesan Advisory Group; the Hill-Forts Study Group; several PLANED projects; and various local history and archaeological societies and groups. In total over 220 meetings with other organisations or individuals were attended by Trust staff during the course of the year.

## Reports and Publications

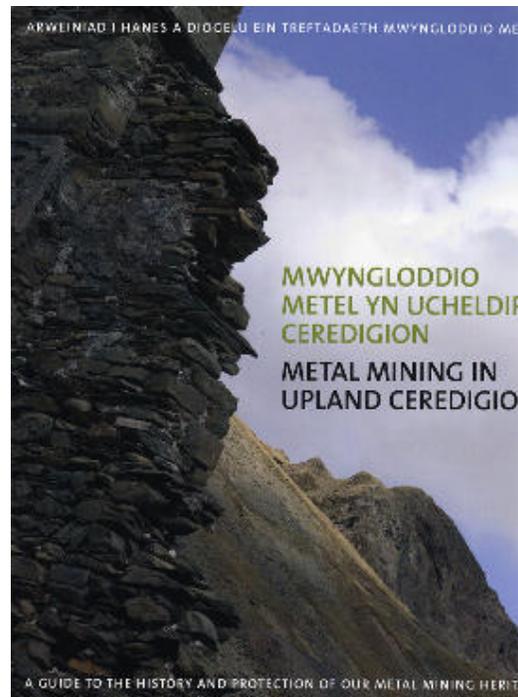
During the year a booklet, accompanied by a leaflet, on **Carmarthen Castle** was published for Carmarthenshire County Council, and a booklet on **Metal Mining in Upland Ceredigion** was also published, funded by Cadw and Spirit of the Miners. It is hoped that the booklets will raise awareness of these sites. Progress was made on a booklet celebrating the heritage of **Cardigan** for Cadw and Ceredigion County Council. It is anticipated that this will be published during 2008-09. Progress was also made in producing two trial guide booklets to prehistoric sites on **Mynydd Carningli/Mynydd Melyn** and **Preseli**. These will be published early in 2008.

Academic papers published during the year included: 'Excavation of Neolithic pits, three ring-ditches, and a palisaded enclosure at Cwm Meudwy, Llandysul, Ceredigion, 2003', in *Archaeologia Cambrensis*; 'A survey of charcoal-fuelled iron working industries of Carmarthenshire and Pembrokeshire', in *Post-Medieval Archaeology*; 'A round barrow at Pen y Bont, St Davids, Pembrokeshire: Salvage Excavation 1976', in *Archaeology in Wales*; and other papers and short contributions on excavations and surveys in the region in *Archaeology in Wales*.

Work continued on progressing other academic reports for publication. These included: excavations of the timber trackway at **Llangynfelyn**; excavation of an early medieval cemetery at **West Angle**; excavation of an early medieval cemetery at **Brownslade**; the excavation of an early medieval metal working site at the **former Esso refinery**, Milford Haven; **prehistoric funerary and ritual sites in Ceredigion**; and a monograph on **Carmarthen Castle**.

In addition Trust staff produced over 80 internal reports ranging from the multi-volume **A Survey of Defended Enclosures of Carmarthenshire 2007-08** to shorter reports of just a few pages on archaeological watching briefs.

*The cover of the metal mining booklet.*



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

## **Education and University Training Support**

During the year the excavation at **Berry Hill** provided formal training opportunities for students studying archaeology. This excavation also involved international students from the University of York's annual field school based at Castell Henllys. The opportunity was also provided for members of the community to participate in the excavations at **Maenclochog** and the **cold bath**, Dinefwr Park.

Opportunities continued to be provided for student placements in the Trust offices. During the year these placements included students from a number of local schools and colleges.

## **Website**

The Trust's website continued to develop, with regular additions made during the course of the year. Following the success of previous years' dig diaries, similar daily website updates with photographs were provided for the excavation at **Berry Hill** and the community excavation at **Maenclochog**.

The website serves as a very valuable education and research resource, and provides an effective method of disseminating all aspects of the Trust's work. Its success can be measured by the large number of visitors, who regularly use the facility. The web address is: **[www.dyfedarchaeology.org.uk](http://www.dyfedarchaeology.org.uk)**

## **Press/Media**

Numerous Trust projects appeared in the media during the year, including television, radio and local and national newspapers and journals. The excavation at **Maenclochog** attracted the most media attention, with articles in local papers and local/national radio and television items.

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

## **ARCHAEOLOGICAL SERVICES**

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

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

Continuing financial support for the provision of **Archaeological Planning Advice** (over and above the grant support from Cadw) was provided by all five of the Local Planning Authorities

in the region: Pembrokeshire Coast National Park; Pembrokeshire County Council; Brecon Beacons National Park; Carmarthenshire County Council; and Ceredigion County Council. The Trust continues to be very grateful to the Authorities for this support, which helps to ensure that the high level of service provided by the Trust can be maintained.

Cadw also provided grant-aid for the Trust's initial contribution to the historic environment provisions of the all-Wales **Tir Gofal Agri-Environment Scheme**. Further funding was provided by the Rural Payments Division of the Welsh Assembly Government to cover the cost of undertaking farm visits for a selected number of farms within the scheme.

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

### **Regional Historic Environment Record**

The record includes both a paper record and a digital database. Record staff continued to enter new data, carry out routine maintenance, undertake development work and respond to internal and external inquiries.

During the course of the year **Oxford Arch Digital**, who had been developing a new software-system for the four Welsh Archaeological Trusts, went into administration. They were taken over by Clarinet Systems, who had no interest in continuing the development of the Trusts' software system. In November 2007 the four Trusts commissioned **Steve Smith** to develop a new web-based software system. He rapidly produced a working system and by the end March 2008 the system was ready for testing by the Trusts. Development will continue during 2008-09. The new system is based on shared software and it is planned that the Trusts will be able to develop in-house expertise to maintain and develop the system.

At the end of the year the total number of records on the core database stood at 39,147. This number has not increased over previous years as newly created records were held in separate databases awaiting migration of the data onto the new software platform. New records, and the enhancement of existing records, continue to be added from both the Trust's own research and investigation projects as well as from external sources; 1484 Primary Record Numbers, 45 photograph cataloguing numbers and 117 report numbers were also issued.

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

Support continued to be provided through Cadw's curatorial grant for the wider provision of information from the HER and the development of outreach activities. A total of 163 external enquiries were dealt with during the course of the year.

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

### **Dyfed HER Charitable Trust**

On the 18<sup>th</sup> January 2008, the **Dyfed HER Charitable Trust** was established, with the Dyfed Archaeological Trust as the sole Trustee. The purpose of this new Trust is to safeguard the Historic Environment Record (HER) for public use in the event of insolvency of Dyfed Archaeological Trust (the parent Trust). The Dyfed HER Charitable Trust will not conduct any financial transactions but has the powers to do so if required. The three other Welsh Archaeological Trusts have established similar HER charitable trusts.

### **Curatorial Services: Planning**

This area of the Trust's work relates mainly to development-control tasks, though some consultations affecting archaeological sites also arise outside the planning system. During the

year 6406 planning applications were notified to the Trust. Of these 3056 needed detailed appraisal, resulting in further action in 292 cases, including recommendations for assessments, evaluations, excavations and recording work in advance of development, or for watching briefs during development. On 11 occasions the recommendation was refusal on archaeological grounds.

During the year the Trust continued to develop its good working relationships with the regional planning authorities. Increasingly Trust staff are communicating with regional planning officers by email and progress is being made towards E-Planning within all authorities. For Carmarthenshire most planning work was carried out electronically.

Carmarthenshire County Council commissioned the Trust to prepare Supplementary Planning Guidance for **Archaeology and Development in Carmarthenshire**. A draft was forwarded to the authority.

In response to requests, the Trust's Planning Archaeologist continued to prepare briefs, agree specifications and carry out monitoring visits to a variety of developments.

Significant ongoing casework included the provision of detailed advice on applications in the region's historic towns and other historic settlements. In **Carmarthen** agreement was reached whereby important Roman deposits close to the centre of the Roman town at **Priory Motor Mart** will be preserved through sensitive foundation design, and at the site of the **Old Livestock Market** 17<sup>th</sup> century Civil War defensive bastions were excavated by the contracting archaeologist. In **Llanelli** at **Frondeg Terrace** an agreement was reached to exclude the area of a medieval cemetery discovered during an evaluation. The cemetery site will form an open area/garden within the proposed housing development. Nationally important archaeological remains found during an evaluation at **New Moat**, Pembrokeshire, will be excluded from housing development and partly buried beneath a lightweight car park. Proposed developments within and around the historic town of **Pembroke** continued to cause concern, including a planned relief road.

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

The Trust responded to 31 consultations from service industries, including schemes from **Dwr Cymru/Welsh Water** as well as consultations from **Western Power** and the **Environment Agency**.

The Trust continued to be actively involved with the provision of advice relating to the construction of a major new **National Grid gas pipeline**. Fieldwork was completed on the first section, 120km from Milford Haven to Aberdulais, early in 2007 and on the second section, 115km from Felindre to Tirley, late in 2007. The Trust continues its involvement, providing advice in the post-excavation phase of the project.

Information was provided on 9 **Hedgerow Removal Notifications** for Carmarthenshire, Ceredigion and Pembrokeshire. As in previous years, at Cadw's request, the Trust continued to comment on **Scheduled Monument Consent Applications**.

### **Curatorial Services: Heritage Management**

During the course of the year the Trust responded to consultations on a variety of issues that have relevance to the historic environment, including commenting on the White Paper **Heritage Protection for the 21<sup>st</sup> Century**.

At a more local level the Trust continued to be involved in the Ymlaen Dyffryn Tywi Landscape Partnership that is seeking to develop a major landscape conservation project, **Twyi Afon yr Oesoedd**. The Trust was appointed the lead contractor in the Landscape Investigation element of the project. A major bid was submitted to the Heritage Lottery Fund in 2007. A

decision on this bid is expected in the spring of 2008. The Trust also continued its active involvement in advising the Cwdwgan Building Preservation Trust on the future of **Cardigan Castle**.

Some of the **Pembrokeshire Coast National Park Archaeologist's** time was devoted to the post-excavation work on the **Brownslade Barrow** excavation and to the excavation at **Maenclochog**. Casework included drawing up management plans and/or undertaking remedial work for several sites including: the **Sisters' House**, Minwear; **Bedd Arthur standing stone**, Mynydd Carningli; and **Nevern Castle**. Discussions also took place concerning the archaeology of **Skomer Island** and the continuing eroding cist graves at **St Brides**. A trial project in conjunction with the RCAHMW was started teaching basic surveying techniques to members of the **Walwyns Castle** and **Coastlands** history groups. A new group '**Living Landscape**' was established in the National Park with historic environment representation. The Park Archaeologist attended the inaugural meeting.

The Trust continued to provide advice to the **St David's Diocesan Advisory Committee** on faculties and the **Fabric Advisory Committee for St David's Cathedral**.

The Trust continued its participation in the **Portable Antiquities Scheme**, a voluntary scheme for the reporting and recording of archaeological finds. Notable finds recorded included: a Bronze Age Dirk c.1300BC and a medieval annular brooch, both found in Swansea Bay; a number of Roman finds from the Cardigan area; and a Roman clip from Llandeilo.

The Trust continued to be responsible for the historic environment provisions of the **Tir Gofal Agri-Environment Scheme** in the region. During the year, and with the assistance of Cadw grant-aid, the Trust provided information on 90 consultations as part of the historic environment report (HE1) process, including 10 updated HE1s, provided as part of the mid-term (5 year) review of 102 farms. Some of these included additional land that had been brought into farms by the time of the review. In addition, during the course of the year 6 Welsh Assembly Government funded visits were undertaken; full farm visit reports (HE2s) were prepared for 3 of these. The Trust also continued to be responsible for the historic environment provisions to the **Better Woodlands for Wales** scheme. With the support of grant-aid from the Forestry Commission the Trust responded to 91 consultations as part of the historic environment report (WHE1) process and produced 43 WHE1s; visit reports (WHE2s) were prepared for 3 of these.

## **FINANCIAL REVIEW**

As a voluntary sector organisation the Trust continues to be heavily dependent upon grant aid from Cadw and the Royal Commission. This grant aid accounted for just over 47% of the Trust's total incoming resources (2006-07: 43%). The Trust is most grateful for this continued support.

For the year ended 31st March 2008, 5.8% of the total resources expended were on management and administration of the charity (2006-07: 6.5%), a small amount on publicity and advertising and the rest on direct charitable expenditure on the activities described above.

The accounts for the year to 31<sup>st</sup> March 2008 show a deficit of income over expenditure of £25,191 (2006-07: deficit of £5496).

### **Reserves policy**

The Trust has a reserves policy that is required in order to maintain services should temporary problems be experienced in any of the major areas of income or expenditure, or should the Trust become exposed to an unexpected financial contingency. It is expected that the reserve would cover any financial shortfall in the short term until appropriate action could be taken to

remedy the situation. The reserves would only be used in the following circumstances: redundancy costs when all other sources were exhausted; essential operating costs when all other sources were exhausted; when entering any enforced overdraft. The minimum reserve figure has been calculated on the basis of the redundancy costs of six members of staff of varying grades.

The reserve fund was established in 2000/2001 with an initial sum of £15,000. The Trustees have decided to transfer 10% of any operating surplus, or £5,000, whichever was the lower, into the reserve fund on an annual basis. However, due to the current unfavourable financial situation no funds were transferred to the reserve fund in 2006/07. The reserve fund therefore remains at £35,340

### **Designated funds**

At the beginning of the financial year, the Trust had a sum of £7609 committed to the development of the new digital platform for the regional Historic Environment Record. During the year expenditure of £2091 was made against the fund, which now stands at £5518.

### **Risk review**

The Management Committee continues to review the major risks to which the charity is exposed. This includes a review of the systems that have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions, the development of a system for regularly monitoring the progress of individual projects and for ensuring there is adequate back-up provided for essential staff skills. These procedures continue to be periodically reviewed to ensure that they still meet the needs of the charity.

### **Prospects for 2008-09**

The Trust has negotiated an approved Cadw grant of £283,252 for 2008-09, compared with an initial grant of £291,579 in 2007-08. In addition £29,455 of funding for the HER has been agreed from RCAHMW (£28,875 in 2007-08). At the end of the 2007-08 financial year some £242,699 from other sources had already been secured for 2008-09.

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

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### **AUDITORS**

Clay Shaw Butler were appointed Trust auditors for the year 2007-08 in accordance with section 385 of the Companies Act 1985.

### **BASIS OF PREPARATION**

The Trustees' Report is prepared in accordance with special provisions of Part VII of the Companies Act 1985 relating to small companies.

*By order of the Board of Trustees*

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

**8 September 2008**

