

**SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP
ANNUAL GENERAL MEETING PAPERS**

**SATURDAY 21st FEBRUARY, TREBECK HALL
10.30 am start**

DOCUMENT CONTENTS:

1. AGENDA
2. CHAIR'S ANNUAL REPORT FOR YEAR 2025
3. FINANCIAL SUMMARY
4. MINUTES OF 2024 AGM

THE MEETING WILL BE PROCEEDED BY AN OPPORTUNITY TO LOOK AT A SELECTION OF ARCHAEOLOGICAL FINDS THAT SCAG HOLD

AGENDA:

1. APOLOGIES
2. MINUTES OF PREVIOUS AGM & MATTERS ARISING
3. CHAIR'S ANNUAL REPORT, 2025
4. ELECTION OF OFFICERS
5. AOB

The meeting will be followed by a presentation from Dr Chris King from the University of Nottingham

CHAIR'S ANNUAL REPORT FOR 2025

Southwell Community Archaeology Group

Chairs Report for 2025

As always it is a pleasure and a privilege to provide a short report of the activities of SCAG. It can never fully cover all the matters which the group and its members touches upon nor is it intended to. In summary the group is in a good place with continued interest and engagement from members and the wider community.

I am sorry to report that longstanding member Ann Smith passed away in July, and our condolences are offered to Ann's family. On another note, trustee Malcolm Hoare continues to gain mobility, and I am delighted to say is taking a central role in leading the piece of work seeking to 'future proof' SCAG – more later.

Turning to activities undertaken, the note below will I hope give a flavour of their nature and diversity.

Regular Thursday afternoon and occasional Saturday practical sessions in the Old Court House. We are indebted to the Town Council for its continued support in providing accommodation for this central part of our archaeological and community experience.

Provision of interesting and well attended public talks in Southwell library.

Outreach talk provision by SCAG members to numerous local history and other interested bodies.

Continued literature review of the Norwood Deer Park and its associated archaeology.

A full program of monthly activities for the well-attended Young Archaeologists Club, together with an oversubscribed Summer School at Cranfield House.

Continued support for the Minster Education Department Roman Days for schools.

The taking forward of preparation and issue of reports for the University Test Pit seasons of 2011 to 2013, including circulation to householders and possible wider publication.

Looking forward the trustees recognise that community groups face general challenges and those associated with archaeology very specific ones. Under the direction of Malcolm Hoare a wide-ranging review is taking place to identify issues and together with the full engagement of the Management Committee to recommend to the Trustees and implement, as agreed, necessary actions to future proof SCAG.

It has been a privilege to have been the Chair since the very early days of the group as we morphed from a campaign mode to delivering archaeological outcomes, some of very important significance. I am indebted to the support that I have received over that time from those too numerous to mention here. It is however time for me to step aside, and I do so confident in the knowledge that SCAG will in the future retain a balance of community engagement together with developing members skills as well producing professionally driven outcomes.

John R Lock

Chair SCAG January 2026

FINANCIAL REPORT SUMMARY



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP	No (if any) 1163982
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Receipts and payments accounts

For the period from	Period start date 01/01/2024	To	Period end date 31/12/2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
MEMBERSHIP SUBSCRIPTIONS	1 225	-	-	1 225	1 185
FUNDRAISING	18	-	-	18	-
FEES FOR PRESENTING TALKS	220	-	-	220	110
ENTRANCE FEES TO PUBLIC MEETINGS	270	-	-	270	215
GIFT AID	-	-	-	-	-
PUBLISHING INCOME	140	-	-	140	94
DONATIONS AND GRANTS AWARDED	1 030	-	-	1 030	510
YAC	298	550	-	848	888
	-	-	-	-	-
Sub total (Gross income for AR)	3 201	550	-	3 751	3 002
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3 201	550	-	3 751	3 002
A3 Payments					
MANAGEMENT AND GENERAL ADMIN	1 870	-	-	1 870	775
RENT	611	-	-	611	281
INSURANCE	252	-	-	252	252
SUBSCRIPTIONS	72	-	-	72	53
SPEAKER FEES	173	-	-	173	137
EQUIPMENT AND MATERIALS	1 070	34	-	1 104	1 013
PUBLISHING	-	-	-	-	-
BANK CHARGES	3	-	-	3	8
MISC. EXPENDITURE	53	-	-	53	-
YAC	-	884	-	884	240
	-	-	-	-	-
Sub total	4 104	918	-	5 022	2 759
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4 104	918	-	5 022	2 759
Net of receipts/(payments)	- 903	- 368	-	- 1 271	243
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 903	- 368	-	- 1 271	243

SOUTHWELL COMMUNITY ARCHAEOLOGY GROUP
CHARITY NUMBER: 1163982
ANNUAL GENERAL MEETING
FEBRUARY 20th 2025
7.30 pm Southwell Library.

In attendance 23 out of 47 current members. 25% Quorum achieved

ITEM 6 on the agenda enabled the AGM to change the process for appointing trustees by members of the charity. It has the power to do so under the current constitution.

Chair: John Lock, secretary: Stephen Rogers

1. APOLOGIES: Will Bowden, Chris Brooke, Aoife Cleland, Julia Davies, Suzanne Gee, Lyn Harris, Malcolm Hoare, David Johnson, Christine Kent, Peter Waterland.
2. MINUTES OF PREVIOUS MEETING: Agreed as an accurate record.
3. MATTERS ARISING: amendment to the constitution to be resubmitted to comply with Charity Commission deadlines, see item 6 below.
4. CHAIR'S REPORT: This had been pre-circulated. John summarised the key points for the meeting highlighting that not only had it been another busy year but that the group is also important for being welcoming and supportive of its members. Thanks go to Trustees and members of the management committee for keeping activities going. A copy of the report is available on the website.
5. TREASURER'S REPORT: A copy of the report had been pre-circulated. The accounts have now been independently audited and passed fit to be submitted to the Charity Commission. On our treasurer Dave Johnson's behalf, Stephen Rogers summarised the accounts. We hold a total fund of £3,487 of which £590 is in restricted funds, the latter set aside as Young Archaeologists' Club income and to complete a Geoffrey Bond, Thoroton Society research award project. Sue Hill proposed that the accounts be accepted by the AGM, seconded by Maureen Handley. The proposal was carried unanimously. The financial statement is now available for public scrutiny via The Charity Commission website.
6. **CONSTITUTIONAL AMMENDMENT:** Resubmission of amendment approved by the 2024 AGM to comply with Charity Commission requirement. The 2024 amendment should have been submitted within 15 days of its passing, but we failed to do so.
The constitution provides that:
"Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years".

In practice the bar on reappointment for a three-year period is considered by the charity trustees to be to the detriment of the group; given that there is a small pool of volunteers, or those with requisite experience, there is a danger that we end up with insufficient trustees to be responsible for the charity's governance.

The amendment to the constitution sought is the removal of the provision that:
“a charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years”.

Following John Lock’s explanation of this position John Sartain raised a point that there ought to be provisions within the constitution for circulation of Trustees to avoid the risk of fossilising and habituating old practices and ideas. John Lock accepted that this was a valid point, and that Trustees needed to amend and simplify the constitution to reflect the needs of a small charity such as SCAG. Members can make representation to join the trustees’ board and Malcolm Hoare’s recent application was accepted by trustees. A new constitution will be worked on and presented to the next AGM.

A proposal to accept the amendment was proposed by Andy Wever, seconded by Sue Hills and passed unanimously.

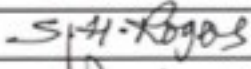

7. TRUSTEES’ ELECTIONS: Under the constitution it was the turn of Julia Davies and Aoife Cleland to step down. They offered themselves for re-election. Proposer Andy Weaver, seconder Kate Sartain. Their re-election was carried unanimously. The chair asked if any further nominations were forthcoming from the meeting, there were none.

8. AOB:

Kate Sartain asked if there had been any further progress on a permanent museum for Southwell. A possible visitor centre was proposed to be part of a plan to rebuild the toilets on Church Street, but no further details are available and there are no other plans that the group is aware of.

The meeting closed 8.10. It was followed by members’ presentations on future projects.

SIGNED AS TRUE RECORD OF THE MEETING

Signature	Print Name
	STEPHEN ROGERS
	JOHN R LOCK.

27/02/2025