

Grants

The charity has in the past supported the Digitisation of Roman Kilns database. This is being updated, but at present the amount of usage it is receiving does not warrant further expenditure.

The charity has supported the initial phase of work to produce a digital archive of Kay Hartley's Mortaria Index, which currently only exists as a card index and rubbings of stamps. To date over 9,000 cards have been scanned and work is ongoing to scan the rubbings and enter the data. The SGRP made a grant of £756 in 2018, and a further grant of £500 in 2019. Provision has been made for further grants if required.

The charity made a grant of £250 for photographing the Mancetter-Hartshill fabric sherds in Warwick Museum. This was an add-on to the Historic England-funded Mancetter-Hartshill Roman Pottery Kilns Archive Project, which is now online at <https://doi.org/10.5284/1079019>. SGRP is credited for the grant in the 'Introduction'.

The charity can award up to £200 per annum from the Graham Webster Bursary, which supports students to attend the SGRP and other conferences. No applications were received in 2019.

The John Gillam Prize

The prize was awarded to Harvey Sheldon and Tony Brown for *The Roman Pottery Manufacturing Site in Highgate Wood: Excavations 1966–78*. As has occurred in previous years, the Committee agreed to award £75 to each author, rather than splitting the sum between them.

Financial Review

The charity had an operating surplus of £1,074.72 in 2019, compared to an operating loss of £2,081.72 in 2018. The conference in 2019 made a small loss (of £158.70), but subscriptions were slightly higher than expected.

The charity anticipates a deficit in 2021, due to the costs of printing and distributing the next volume of the *Journal of Roman Pottery Studies*.

Investment Policy

Bank funds not required for day-to-day expenditure are held in a bank deposit account at CAF Bank Limited, a subsidiary of the Charities Aid Foundation. The bank deposit account earns interest at a commercial rate.

Reserves Policy

The Committee's reserves policy is to retain at least funds of about £10,000 so that production of *the Journal of Roman Pottery Studies* can be continued if any unforeseen event occurs. Currently £16,000 of these reserves are retained in an accessible bank deposit account.

Plans for future periods

The Committee expects to continue its conference and publication programme. It will be undertaking activities to retain and expand membership. The redesigned website will continue to be developed to provide additional facilities.

Independent Examiner

The charity is not required to have an Independent Examination of the annual accounts because it is a small charity. The charity operates internal financial controls that protect its assets.

Approved by the Committee by email exchange on 31 July 2020, and signed on its behalf by:



Diana Briscoe
Hon. Treasurer

- the publication once every two–three years of the *Journal of Roman Pottery Studies*. Copies are mailed to members and are for sale to the general public via Oxbow Books. Back issues are sold to individuals and organisations. To extend the benefit provided by the publication of archaeological research and information over 50 years, access is provided online to all back issues more than two years old.
- the staging of an annual conference. These run for one day or a full weekend in alternate years and are usually themed to highlight Roman pottery from the area visited.
- the annual award of the John Gillam Prize, established in 2004, which honours a key founder of our Group for his tremendous contribution to the subject. A wide range of work that has had an impact on pottery found in Roman Britain and the Continent is eligible, providing it was completed within the two years prior to the award.
- the award of occasional grants to aid research into the pottery manufacture during the Roman period.

Achievements and Performance

The main priorities for the year were to continue to promote archaeology, mainly through the conference. The group also acts as a forum for Roman pottery finds across the UK and beyond, working with other archaeological bodies and exploiting the internet as a means of access for readers and researchers.

Publications

Volume 18 of the *Journal of Roman Pottery Studies* is expected to be published in mid-2021. Articles for Volume 19 are being actively sought.

Conferences

The 2019 conference ran over the weekend 5–7 July, and was held in Atherstone, Warwickshire. It included 16 lectures, an afternoon's field trip, a wine reception with the Mayor of Atherstone and a conference dinner. Its main theme was the Mancetter-Hartshill pottery industry. There were 55 full delegates, plus 13 local delegates who only attended for one of the three days.

The 2020 one-day conference was originally scheduled for Saturday 6 June at the University of Leicester. This was then postponed due to Covid-19.

Maintaining Membership of the SGRP

Membership levels are fairly stable at some 165–170 members. Marketing efforts continue to re-enlist former members, and recruit new ones, through the conferences and the CBA online shop.

To help encourage membership and to achieve the charity's aims and objectives for those on low incomes, the trustees have maintained UK subscription rates at the current level since 2004, and all other activities are free.

Publications Online

The *Journal of Roman Pottery Studies* is making all publications more than two years old available online through the SGRP website (<https://romanpotterystudy.org.uk/>). All such issues of the journal from its foundation in 1986 will be available free of charge, providing a useful resource to the archaeological community both in the UK and abroad.

Annual General Meeting

The Annual General Meeting was held on 7 July 2019 at the Red Lion Hotel, 99 Long St, Atherstone, Warks CV9 1BB. Forty-one members were present in addition to the Committee. The Chairman thanked the members of the Committee for their work during the year, and the Editor and other Officers reported on activities and issues.

The meeting voted to accept the new Constitution, with objectives as amended by the Charity Commission, 46 in favour (no votes against and no abstentions).

Structure, Governance and Management

Governing Document

The Study Group for Roman Pottery [SGRP] was registered as a charity on 30 September 2019. Its governing document comprises a Constitution adopted on 23 May 2019, as amended on 7 July 2019.

Membership of the Association is open to any person or organisation throughout the world. Members are required to pay an annual subscription. The current membership rate is £15 for the UK and £20 for the rest of the world.

The Committee is empowered by the Constitution to manage the affairs of the Association. The Officers of the Committee are Trustees for the purposes of charity law. The Committee comprises six Officers (President, Honorary Secretary, Honorary Treasurer, Honorary Editor, Honorary Newsletter Editor, and Honorary Webmaster) and up to six ordinary members elected annually.

Appointment of the Committee

All Officers of the Committee serve for three years and retire at the third Annual General Meeting after their appointment, but are eligible for re-election at that Annual General Meeting. Vacancies for Officers and ordinary Committee members are advertised in the SGRP Newsletter and on the Association's website. Nominations for Officers and ordinary Committee members are also taken from the floor during Annual General Meetings.

The Committee can co-opt additional members during the year and these co-opted members may then be proposed for election at the following Annual General Meeting if there is a vacancy. Ordinary Committee members may not serve for more than three consecutive years.

Risk Management

The Committee regularly reviews the major risks to which the charity is exposed. The significant external risk is a reduction in membership, which constitutes a major part of the income. However, this risk is minimised because each member's payment is received before the bi-annual journal, the *Journal of Roman Pottery Studies*, goes to the printers.

Conferences are costed to make a small profit, which is employed to cover lecturers' travel and other expenses, and a contribution towards the cost of the conference dinner.

Internal risks are minimised by control procedures for the authorisation of external payments. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Organisation

The Committee, which meets twice a year in February/March and November, receives full reports from the Officers. The Committee makes the strategic and tactical decisions about the current and future direction of the charity. The Officers manage the day-to-day operations of the charity. Committee members are kept informed by electronic communications of all-important actions made by Officers on behalf of the Committee.

Objectives and Activities

Objectives

The objectives of the charity are to advance the education of the public in the study of ceramics, with particular reference to Roman pottery studies, in particular by:

- a) providing a forum for discussion, publishing literature and undertaking such other activities as the trustees determine with the aim of furthering the appreciation and understanding of ceramics and Roman pottery for the membership, the general public, archaeologists and persons in allied fields.
- b) promoting research, the useful results of which will be disseminated for the public benefit.

Activities

The principal activities of the charity are:

REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements of the charity for the year ended 31 December 2019.

Reference and administrative details of the Charity, its Trustees and Advisers

Registered charity number: **1185560**

Official address: 117 Cholmley Gardens
London NW6 1UP

Website: <https://romanpotterystudy.org.uk/>

Email: treasurer.sgrp@gmail.com

Bankers: Barclays Bank plc
Leicester
LE87 2BB

Trustees

The Trustees/ Officers who served during the year ended 31 December 2019 and up to the date of this report are:

President	Robert Perrin
Honourary Secretary	Dr Jane Timby
Honourary Treasurer	Dr Diana Briscoe
Honourary Editor	Dr Steven Willis
Honourary Newsletter Editor	Andrew Peachey
Honourary Webmaster	Edward Biddulph

Ordinary Members of the Committee (Non-Trustees):

Jane Evans
Dr Isobel Thompson
Dr Adam Sutton