

Henry Bradshaw Society

Registered UK Charity no. 278781
<http://www.uea.ac.uk/~q506/hbs/>

President

Miss Barbara Harvey

Vice-Presidents

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Professor Helmut Gneuss

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Trustees

Miss Janet Backhouse Mr D.F.L. Chadd The Revd Canon R. C. West

Publisher to the Society

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1 Notice of Annual Meeting

The ninety-ninth Annual Meeting of the Society will be held on Tuesday 30 April 2002 at 2.00 p.m. in the Institute of Historical Research, University of London, Senate House, Malet Street, London WC1E 7HU.

The meeting will be preceded by a sandwich lunch at 1.15 p.m., to which all members attending the meeting are cordially invited.

2 Agenda for Annual Meeting

1. APOLOGIES

To receive apologies for absence.

2. COMMEMORATIONS

3. MINUTES

To receive the Minutes of the 2001 Annual Meeting (see page 4 *et seq.*)

4. STATEMENTS FROM THE CHAIR

5. REPORTS

To receive the Reports of the Secretary and Treasurer (see page 5 *et seq.*)

6. ELECTION OF THE PRESIDENT

To report that at the Annual Meeting of 2001 Miss Barbara Harvey was elected President of the Society for 2001–02

To consider the election of the President for 2002–03

7. ELECTION OF THE ADMINISTRATIVE OFFICERS

To report that the Officers of Council elected in 2001 were as follows:

Chairman: Professor M. Lapidge

General Secretary: Mr D. F. L. Chadd

Publications Secretary: Dr Rosalind Love

Treasurer: Dr M. B. Moreton

Covenant Officer: Mr P. Jackson

To consider the election of Officers for 2002–03

8. ELECTION OF COUNCIL

To report that the membership of Council is as follows:

- The Administrative Officers of Council
- The Trustees of the Society
- Additional elected members, as follows
 - (a) *elected 2001, to serve until 2004*: Mr M. Burr, Mr T. A. Heslop, Professor N. J. Morgan.
 - (b) *elected 2000, to serve until 2003*: Dr Alicia Corrêa, The Revd Dr H. E. J. Cowdrey, Professor Rosamond McKittrick, Dr Susan Rankin, Dr Jane Stevenson, Fr A. Ward.
 - (c) *elected 1999, to serve until 2002*: Professor D. Ganz, Dom Cuthbert Johnson OSB (representing Quarr Abbey), Dr A. Thacker

These three additional members elected in 1999 now retire, and are eligible for re-election.

To consider the election of members of Council.

(Will members of the Society note that under item 21 of the Constitution nominations for new members of Council must be made in writing to the Secretary. Members wishing to make nomination should ensure that their candidate is willing to stand, and that the nomination is received by the General Secretary on or before Friday 26 April 2002.

9. ELECTION OF VICE-PRESIDENTS

To consider the election of Vice-Presidents.

10. ELECTION OF ACCOUNTS EXAMINER

To report that the Annual Meeting of 2001 resolved to invite Mr J. F. E. J. Cleggett to undertake the duties of Independent Accounts Examiner for the year, and that Mr. Cleggett subsequently agreed.

To consider the appointment of the Independent Accounts Examiner for the year 2002.

11. ANNUAL MEETING 2003

To consider the date of the next Annual Meeting.

12. ANY OTHER BUSINESS

3 Minutes of the 2001 Annual Meeting

The ninety-eighth Annual Meeting of the Society was held on Tuesday 24 April 2001 in the Institute of Historical Research, University of London.

Present Miss Barbara Harvey (President, in the Chair), Miss Janet Backhouse, Mr M. Burr, Mr D. F. L. Chadd, The Revd Dr H. E. J. Cowdrey, Mr P. Holson, Mr P. Jackson, Dom Cuthbert Johnson, Dr M. B. Moreton, Dr A. Thacker.

Apologies for absence were received from Dr N. Bell, Professor G. Bonner, Dr Virginia Brown, Mr P. Cavendish, Dr Cristina Dondi, Mr R. Emms, Professor D. Ganz, Professor H. Gneuss (Honorary Vice-President), Professor Ritva Jacobssen, The Revd H. P. Kennedy, Professor Rosamond McKitterick, The Revd Professor R.W. Pfaff (Honorary Vice-President), Dr. Susan Rankin, Professor E. Roesner, Fr J. D. Santos Jr, Dr Janet Sorrentino, The Revd Dr A. Ward, The Revd Canon R. C. West, The Revd Dr M. Witczak.

1. MINUTES

The Minutes of the ninety-seventh Annual Meeting were confirmed.

2. COMMEMORATION

Commemoration was made of Mgr A.-G. Martimort (Honorary Vice-President).

3. REPORTS

The Reports of the Secretary and Treasurer were adopted. The Meeting recorded a vote of thanks to these Officers, and to the Independent Accounts Examiner.

4. ELECTION OF PRESIDENT

Miss Barbara Harvey was elected President for the year 2001–2002.

5. ELECTION OF OFFICERS

The following elections were made:

Chairman: Professor M. Lapidge

General Secretary: Mr. D.F.L. Chadd

Publications Secretary: Dr. Rosalind Love

Treasurer: Dr. M.B. Moreton

Covenant Officer: Mr. P. Jackson

6. ELECTION OF COUNCIL

The following were re-elected to Council to serve until 2004, their previous terms of office having expired in 2001:

Mr M. Burr, Mr T. A. Heslop, Professor N. J. Morgan

7. ELECTION OF ACCOUNTS EXAMINER

The meeting resolved to invite Mr J. F. E. J. Cleggett to undertake the duties of Independent Accounts Examiner for the financial year 1 January–31 December 2001

8. ANNUAL MEETING 2002

The meeting resolved that the next Annual Meeting of the Society be held on Tuesday 30 April 2002

4 Report of the Secretary

During 2002 the Society intends to publish four Main Series volumes, all of which are currently in proof. Volume CXII (publication in September) will be the second and final part of David Chadd's edition of *The Ordinal of the Abbey of the Holy Trinity, Fécamp*. Volumes CXIII and CXIV (publication in August) will be a two-volume edition by Nicholas Orchard of *The Leofric Missal* (Oxford, Bodleian Library Ms Bodley 579 — vol. 1, Introduction, Collation Tables and Index; vol. 2, Text). Volume CXV (publication in August) will be Pádraig O Riain's edition of *Four Irish Martyrologies* (the Martyrologies of Drummond, Turin, Cashel and York, with Introductions). Council hopes to appoint the distribution of these volumes to specific subscription-years at its meeting in late April, and as soon as they have been decided the details of this distribution will be published on the 'Books Available' page of the Society's web-site. It is likely that these four volumes will between them cover all or most of the subscription-years from 1996 (for which year Volume CXI was published) to date. A current member of the Society whose own subscription history is wholly or partially incomplete for this period, but who would like to obtain any or all of these volumes, will be able to do so in return for payment of the back-subscription for the appropriate year(s). These sums will be indicated on the web-site, and payment should be made to the Society's Treasurer. Please note that we ask those not paying in Sterling to add the

equivalent of £5 to their payment to cover the cost of our bank's conversion costs.

The Society's fourth *Subsidia* volume will shortly be published. Susan Twyman, *Papal Ceremonial at Rome in the Twelfth Century* examines the character and significance of the *adventus* ceremonies which were accorded to medieval popes and for which there is much evidence in the twelfth-century sources. The papal *adventus*, hitherto unstudied in any language, retained the framework and much of the familiar symbolism of the ritual reception performed for the ruler in antiquity. During the twelfth century it was performed for the popes with unprecedented frequency, providing in particular a vital part of the papal accession ritual. On such occasions *adventus* represented a demonstration of consent to rule, a sense that was expressed through traditional idioms evoking the triumph of the ruler. But the meaning of the ritual altered towards the end of the century as a result of the breakdown of relations between the papacy and the Romans, and the *adventus* provided an opportunity for the Romans to express their own agenda wherein consent meant the right of acceptance or veto by the people.

Dr Twyman's book is scheduled for publication in May 2002. It is currently the subject of a pre-publication offer by Boydell and Brewer, and an order form is enclosed with these papers. **Please note that this offer expires on 30 April 2002.** This book will subsequently be available to current members of the Society at the usual discount, and will be included on the Members' Book Order Form.

The two *Subsidia* volumes published during 2001 are available to current members of the Society with the usual discount of 25%. Christopher A. Jones, *A Lost Work by Amalarius of Metz* costs £45/\$75 (price to non-members £60/\$110). Yitzhak Hen, *The Royal Patronage of Liturgy in Frankish Gaul to the Death of Charles the Bald (877)* costs £26.25/\$45 (price to non-members £35/\$60). Members may order one or both of these directly from Boydell & Brewer on the form enclosed, with free postage if accompanied by an order for *Papal Ceremonial*. These volumes will subsequently be obtainable by using the Members' Order Form (obtainable from the General Secretary) in the usual way.

We take this opportunity to remind members that it is the Main Series volumes only which are issued against subscriptions. *Subsidia* volumes are normally made available to members at a pre-publication discount, and thereafter at a members' discount of *ca.* 25%.

Our publishers Boydell and Brewer are kindly offering to members of the Society a discount on two further volumes appearing under their imprint. These are Sarah Hamilton, *The Practice of Penance, 900-1050* (normal price £40/\$70: special price £30/\$52.50), and Peter Jeffery (ed.) *The Study of Medieval Chant* (normal price £50/\$85: special price £37.50/\$63.75). Order-forms, with further details of the books, are enclosed with the present papers. **Please note that this offer expires on 30 April 2002.**

Council invites members to consider making a bequest which will benefit the Society after their death. In considering this matter, Council has been fortunate to have the advice of its member Mr Martin Burr, Barrister-at-Law, who has drawn up the necessary pro-forma for the codicil to a will. A copy of this is obtainable from the Secretary.

Will members whose email addresses have recently changed, or have not yet been communicated to the Society, please email the details to the Treasurer at hbs@rolvenden.freeseerve.co.uk

Members are reminded that discount on back-issues is available only with the use of the Order Form obtainable from the Secretary. Every effort is made to keep the form up-to-date, but members should be aware that the stock of some volumes is very low. Members anticipating a purchase may see further details of the available volumes (including stock-level) in our publisher's on-line catalogue at the following URL:

<http://www.boydell.co.uk>

The Society is pleased to have welcomed the following new members during the year ended 31 December 2001:

Dr Paul Cavill (University of Nottingham, UK), The Library of Worth Abbey (West Sussex, UK)

David Chadd (General Secretary)
March 2002

5 Report of the Treasurer

The Independently Examined Accounts are again presented in close correlation with a detailed set of Management Accounts. These will, as usual, be available at the Annual Meeting, together with a statement of income and expenditure by volume.

The year 2001 was much like waiting for buses to arrive. It became clear towards the end of the year that many would arrive, but not until 2002; so the main thrust of the financial planning was to see that cash flow is optimized for a not wholly certain publication schedule.

It is not yet clear how the Euro will affect currency transactions, and whether the banks will charge fees against the Euro as such or against cheques drawn on each national banking system. It is already clear, however, that Eurocheques, even when drawn in Euros, are treated separately, so members should avoid using them.

After four years at a steady subscription rate, the Annual Meeting in 2001 approved an increase in line with inflation, to take effect from 2003. The rate will be £20.50 per annum, with a discount of £1.00 for payment without invoice.

The accounts continue to be in good health, with funds properly set aside for the ongoing support of the Society's publishing work.

Bernard Moreton (Honorary Treasurer)
February 2002

5.1 Income & Expenditure Account for the year ended 31 December 2001

2000		2001	2000		2001
£	<i>Expenditure</i>	£	£	<i>Income</i>	£
219.71	Postage & telephone	243.48	5,570.00	Subscriptions	5,160.74
22.98	Stationery	0.00	1,080.17	Volume sales royalties	327.15
116.00	Publications	116.00	1,645.46	Bank interest	2,242.96
24.00	Annual Meeting	70.80	169.65	Investment income	79.30
7,221.89	Printing of Volumes	7,729.00	0.00	Income Tax recovered	143.78
926.74	Distribution of Publications	0.00	2.50	Sundries	0.00
0.00	Other publication costs	500.00			
165.16	Revaluation of Investments	0.00			
0.00	Back issue costs	40.87			
			228.70	Deficit for the year	746.22
<u>8,696.48</u>		<u>8,700.15</u>	<u>8,696.48</u>		<u>8,700.15</u>

5.2 Balance Sheet as at 31 December 2001

2000		Notes	2001
£	Assets		£
960.74	Debtors		0.00
834.84	Investments	§5.3.4	834.84
52,280.92	Bank accounts		58,115.26
54,076.50			58,950.10
	<i>Liabilities</i>		
2,435.02	Prepaid subscriptions		3,065.84
90.00	Accruals		0.00
18,939.50	Publications reserve	§5.3.5	24,018.50
21,464.52			27,084.34
32,611.98			31,865.76
	<i>Representing:</i>		
32,840.68	Accumulated Fund 1/1/01		32,611.98
(228.70)	(Deficit) for the year		(746.22)
32,611.98	Accumulated Fund 31/12/01		31,865.76

(signed) M. B. Moreton, Honorary Treasurer, 18 March 2002

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

To the Officers of the Henry Bradshaw Society: As the Society's officers you are responsible for preparing the accounts; you consider that the audit and independent examination requirements of the Charities Act 1993 ("the Act") do not apply. My examination has therefore been carried out on a simplified basis designed to meet the requirements of rule 11 of the Society's constitution. The procedures undertaken do not provide all the evidence that would be relied on in an audit or full examination under the procedures specified in the General Directions given by the Charity Commissioners under section 43(7)b of the Act. Consequently I neither express an audit opinion on the view given by the accounts nor report in accordance with the General Directions issued.

The Society has elected to prepare accounts on an accruals basis consistent with Financial Reporting Standard 18. However, bank interest receivable on fixed term deposits has been accounted for on a cash received basis, contrary to the use of the accruals basis elsewhere in the accounts. In my opinion, the interest receivable should have been included, reducing the deficit for the year by approximately £30, increasing Debtors at 31 December 2000 by approximately £225 and increasing Debtors at 31 December 2001 by approximately £225.

Except for the failure to provide for bank interest receivable by the Society, in my opinion the accounts fairly reflect the state of the Society's affairs as at 31 December 2001, and of its deficit for the year then ended.

(signed) J. F. E. J. Cleggett, ACCA, MAAT, Independent Examiner, 19 March 2002

5.3 Notes to the Accounts for the year ended 31 December 2001

5.3.1 Accounting Policies

In preparing the Accounts, attention has been paid to the statements of standard accounting practice and the statement of recommended practice on accounting by charities. The particular accounting policies adopted are described below.

Convention

The financial statements are prepared under the historical cost convention.

Investments

Investments held as current assets are stated at nominal value.

Stocks and work in progress

No valuation is attached to stocks in the Society's balance sheet. The value of work in progress, less attributable subscriptions, is reflected by the *Volumes in preparation* (§5.3.6) and *Publications Reserve* (§5.3.5) accounts.

5.3.2 Subscriptions

	2001	2000
	£	£
Receipts for the year	5,791.56	5,212.22
<i>Add:</i> opening prepayments	2,435.02	2,901.30
<i>Less:</i> closing prepayments	3,065.84	2,435.02
<i>Less:</i> Subscription refunds	0.00	108.50
	<u>5,160.74</u>	<u>5,570.00</u>

5.3.3 Printing Costs

	2001	2000
	£	£
Main Series publications outlay (amount paid/provided)	0.00	3,075.00
<i>Subsidia</i> publications outlay (amount paid/provided)	2,650.00	1,000.00
<i>Add:</i>		
Opening vols. in preparation	0.00	2,492.87
Closing publications reserve	24,018.50	18,939.50
<i>Less:</i>		
Closing vols. in preparation	0.00	0.00
Opening publications reserve	<u>18,939.50</u>	<u>18,285.48</u>
	<u>7,729.00</u>	<u>7,221.89</u>

5.3.4 Investments

The Society's investments are held on its behalf by the Treasurer, in the name of the Henry Bradshaw Society.

5.3.5 Publications Reserve

	2001	2000
	£	£
1997 subscriptions received	4,691.00	4,595.00
1998 subscriptions received	4,531.00	4,403.00
1999 subscriptions received	5,220.50	5,025.50
2000 subscriptions received	5,168.50	4,916.00
2001 subscriptions received	<u>4,407.50</u>	<u>—</u>
	<u>24,018.50</u>	<u>18,939.50</u>

5.3.6 Volumes in preparation

	2001	2000
	£	£
No volumes currently in preparation	<u>0.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>