

Henry Bradshaw Society

Registered UK Charity no. 278781

<http://www.uea.ac.uk/~q506/hbs/>

President

Miss Barbara Harvey

Vice-Presidents

The Very Revd Professor Henry Chadwick

Professor Helmut Gneuss

M. Michel Huglo

The Revd Professor R. W. Pfaff

Chairman of Council

Professor Michael Lapidge

Clare College, Cambridge CB2 1TL

email: ML26@cam.ac.uk

General Secretary

Professor David Chadd

School of Music, University of East Anglia, Norwich NR4 7TJ

Fax: 01 603 250454 email: d.chadd@uea.ac.uk

Publications Secretary

Dr Rosalind Love

Department of Anglo-Saxon, 9 West Road, Cambridge CB3 9DP

email: RCL10@cam.ac.uk

Treasurer

Dr M. B. Moreton

Waterloo House, High Street, Rolvenden, Cranbrook, Kent TN17 4LN

email: hbs@rolvenden.freeseve.co.uk

Assistant Treasurer

Mr Peter Jackson

5A Green Place, Oxford, OX1 4RF

email: Peter.Jackson14@btinternet.com

Publisher to the Society

UK: Boydell & Brewer Ltd, PO Box 9, Woodbridge, Suffolk IP12 3DF

North America: Boydell & Brewer Inc., PO Box 41026, Rochester, NY 14604

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

1 Notice of Annual Meeting

The one-hundred-and-first Annual Meeting of the Society will be held on Tuesday 27 April 2004 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 2003 Annual Meeting (see Section 3 on page 4)

4. STATEMENTS FROM THE CHAIR

5. REPORTS

To receive the Reports of the Secretary (Section 4 on page 5) and Treasurer (Section 5 on page 6)

6. ELECTION OF THE PRESIDENT

To report that the Annual Meeting of 2003 elected Miss Barbara Harvey as President of the Society for 2003–04

To consider the election of the President for 2004–05

7. ELECTION OF THE ADMINISTRATIVE OFFICERS

To report that the Officers of Council elected by the 2003 Annual Meeting were as follows:

| | |
|-------------------------------|--------------------------|
| <i>Chairman</i> | Professor M. Lapidge |
| <i>General Secretary</i> | Professor D. F. L. Chadd |
| <i>Publications Secretary</i> | Dr Rosalind Love |
| <i>Treasurer</i> | Dr M. B. Moreton |
| <i>Assistant Treasurer</i> | Mr P. Jackson |

To consider the election of Officers for 2004–05

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 2003, to serve until 2006*: Dr Alicia Corrêa, The Revd Dr H. E. J. Cowdrey, Professor Rosamond McKitterick, Dr Susan Rankin, Dr Jane Stevenson, Fr A. Ward.
 - (b) *elected 2002, to serve until 2005*: Dr N. Bell, Professor D. Ganz, Dom Cuthbert Johnson OSB (representing Quarr Abbey), Professor E. Roesner, Dr A. Thacker
 - (c) *elected 2001, to serve until 2004*: Mr M. Burr, Mr T. A. Heslop, Professor N. J. Morgan.

These three additional members elected in 2001 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 23 April 2003.)

9. ELECTION OF ACCOUNTS EXAMINER

To report that the Annual Meeting of 2003 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 2004.

10. ANNUAL MEETING 2005

To consider the date of the next Annual Meeting.

11. ANY OTHER BUSINESS

3 Minutes of the 2003 Annual Meeting

The one-hundredth Annual Meeting of the Society was held on 27 April 2003 in the Institute of Historical Research, University of London.

Present Miss Barbara Harvey (President, in the Chair), Miss Janet Backhouse, Dr N. Bell, Mr M. Burr, Professor D. Chadd, The Revd Dr H.E.J. Cowdrey, Professor D. Ganz, Mr P. Holson, Dom Cuthbert Johnson (Quarr Abbey), Professor M. Lapidge, Dr M.B. Moreton, Dr D. Pelteret, Dr Elizabeth Robinson.

Apologies for absence were received from Professor G. Bonner, Dr P. Cavill, Dr Alicia Corrêa, Dr Cristina Dondi, Miss Suzanne Eward (Salisbury Cathedral Library), Professor H. Gneuss (Honorary Vice-President), Mr T.A. Heslop, M. M. Huglo (Honorary Vice-President), Professor Ritva Maria Jacobsson, Professor Rosamond McKitterick, The Revd Professor R.W. Pfaff (Honorary Vice-President), Dr Susan Rankin, Dom Alcuin Reid, Professor E. Roesner, Dr Janet Sorrentino, The Very Revd M.G. Witczak, Mr S. Woodward.

1. COMMEMORATIONS

Commemoration was made of The Revd Professor Achille M. Triacca (Honorary Vice-President) and of Professor Donald Bullough.

2. MINUTES

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

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 2003–04.

5. ELECTION OF OFFICERS

The following elections were made:

| | |
|--------------------------------|------------------------|
| <i>Chairman of council:</i> | Professor M. Lapidge |
| <i>General Secretary:</i> | Professor D.F.L. Chadd |
| <i>Publications Secretary:</i> | Dr Rosalind Love |
| <i>Treasurer:</i> | Dr M.B. Moreton |
| <i>Assistant Treasurer:</i> | Mr P. Jackson |

6. ELECTION OF COUNCIL

The following were re-elected to Council to serve until 2005, their previous terms of office having expired in 2002:

Dr Alicia Corrêa, The Revd Dr H. E. J. Cowdrey, Professor Rosamond McKitterick, Dr Susan Rankin, Dr Jane Stevenson, Fr A. Ward.

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 2003

8. ANNUAL MEETING 2004

The meeting resolved that the next Annual Meeting of the Society be held on Tuesday 27 April 2004

4 Report of the Secretary

We record with deep regret the death of The Revd Canon R.C. West. Canon West was a long-standing member of HBS, having joined the Society in the late 1940s. In 1950 he succeeded J.B.L. Tolhurst as Treasurer, a post in which he served the Society with distinction until the mid-1980s. He held livings in Oxfordshire, where he was successively incumbent of Enstone and Free-land. After his retirement to Cornwall he continued to serve the Society as Trustee and member of Council, attending meetings regularly until prevented by ill health.

The Independent Examiner's Report printed in the Annual Reports for 2001 contained a misprint. The signature should read: "James Cleggett, FCCA, MAAT" (not "ACCA, MAAT"). We apologise for this error, and offer Mr Cleggett our congratulations on his election.

As announced in the *Annual Report* for last year, volume CXV of the Society's Main Series (*Four Irish Martyrologies*, ed. Pádraig Ó Riain) was published early in 2003, and copies were distributed to all members whose subscriptions for that year were complete. Members who consider their subscription-history to have qualified for them for this volume, but who have not received a copy, should contact the Society's Treasurer, Dr M.B. Moreton, at the address given on page 1 above.

Volume CXVI of the Main Series will be an edition of *The Sacramentary of Ratoldus* by Nicholas Orchard. This volume is ready to go to press, but it is unlikely that details of production-costs will be received in time for the April meeting of Council to assign a subscription-period to it. Details will therefore be published on the Society's web-site as soon as they are available.

We hope to publish, as volume CXVII of the Main Series, an edition by Pádraig Ó Riain of liturgical calendars from medieval Ireland.

During 2004 Boydell & Brewer intend to publish on the Society's behalf volume 5 of our *Subsidia Series: Ritual & Belief: The Rites of the Anglo-Saxon Church*, edited by Helen Gittos and M. Bradford Bedingfield. This volume is currently in production. It will be offered to current members of the Society at the usual discounted price. Details will be published on the Society's web-site as soon as they are available.

Members are reminded that purchase of available volumes (Main Series and *Subsidia Series*) at the discounted price from Boydell & Brewer can only be effected by the use of the Members' Book Order Form. This form can be obtained from the General Secretary. It is available as an Adobe PDF (Portable Document Format) file which can be sent as an email attachment if requested.

All members who have email addresses which they have not registered with the Society, or which have changed since they last did so, are requested to give these details to the Treasurer.

The Society is pleased to have welcomed the following into membership during 2003:

Ms Rebecca Rushforth (Cambridge UK), Professor J.-L. Lemaitre (Paris), Mr Paul D. Sansone (Montclair NJ), Professor J. Dyer (Massachusetts), Fr James G. Sabak OFM (Maryland), Ms Laura M. Sole (Northumberland)

David Chadd (General Secretary), March 2004

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 issue of three volumes simultaneously in 2002 has continued to complicate the Society's accounting throughout the following year, especially with a fourth following soon after in 2003. It is only at the end of this year that a reasonable view of the situation has become finally possible; and the Treasurer looks forward to a less fraught future. The final outcome of this accounting nightmare, however, continues to appear (to the Treasurer at least) reasonably satisfactory; and the Society's finances remain in good order, well prepared for our next publications.

The Euro continues to be a mixed blessing. Invoicing with suggested values in Euros and US Dollars, as appropriate, seems to have been helpful to members. But Euro conversions still take the banks at least twice as long to process as Dollar conversions, and with the banking systems still fragmented, members on the mainland of Europe are not yet reaping benefits in terms of reduced currency conversion fees.

The Treasurer also notes signs that banks in the USA are more ready than they were to process transactions in sterling; though he suspects that this may cost members more than would the shared conversion costs at the Society's bank.

Bernard Moreton (Honorary Treasurer), 5 February 2004

5.1 Statement of Financial Activities for the year ended 31 December 2003

| | Note | 2003 | 2002 |
|--|---------|------------------|-------------------|
| INCOMING RESOURCES | | £ | £ |
| <i>Subscriptions and Donations</i> | | | |
| Subscriptions | § 5.3.2 | 5,488.23 | 7,348.03 |
| Publications grants | | 1,076.65 | — |
| Income tax recovered | | — | 271.75 |
| <i>Income from activities in furtherance of charitable objects</i> | | | |
| Volume sales royalties | | 4,334.41 | 1,954.36 |
| <i>Investment income</i> | | | |
| Bank interest | | 1,120.50 | 1,679.35 |
| Other investment income | | 79.30 | 79.30 |
| <i>Other incoming resources</i> | | — | 0.93 |
| Total incoming resources | | <u>12,099.09</u> | <u>11,333.72</u> |
| RESOURCES EXPENDED | | | |
| <i>Costs of generating funds</i> | | | |
| Printing of volumes | § 5.3.3 | 3,240.00 | (4,768.50) |
| Distribution of volumes | | 1,993.08 | 1,657.74 |
| Other Publication costs | | 200.00 | — |
| Back issue costs | | 45.95 | — |
| <i>Management and administration</i> | | | |
| Postage and telephone | | 312.47 | 125.30 |
| Stationery | | 20.65 | 12.91 |
| Annual Report | | 96.00 | 100.00 |
| Annual Meeting | | 63.34 | 35.31 |
| Total resources expended | | <u>5,971.49</u> | <u>(2,837.24)</u> |
| Net incoming resources | | 6,127.60 | 14,170.96 |
| Total funds brought forward | | 46,036.72 | 31,865.76 |
| Total funds carried forward | | <u>52,164.32</u> | <u>46,036.72</u> |

5.2 Balance Sheet as at 31 December 2003

| | Note | 2003 | 2002 |
|--|---------|------------------|------------------|
| CURRENT ASSETS | | £ | £ |
| Volumes in preparation | § 5.3.4 | — | 3,240.00 |
| Investments | § 5.3.5 | 834.84 | 834.84 |
| Cash at bank and in hand | | 54,502.56 | 49,923.79 |
| Total current assets | | <u>55,337.40</u> | <u>49,848.95</u> |
| Creditors: amounts falling due within one year | | | |
| Prepaid subscriptions | | 3,063.08 | 2,562.07 |
| Creditors and Accruals | | 110.00 | 1,325.00 |
| | | <u>3,173.08</u> | <u>3,887.07</u> |
| Net assets | | <u>52,164.32</u> | <u>46,036.72</u> |
| INCOME FUNDS | | | |
| Unrestricted funds | | 56,164.32 | 46,036.72 |
| Total funds | | <u>52,164.32</u> | <u>46,036.72</u> |

(signed on behalf of all the Trustees) M. B. Moreton, Honorary Treasurer, 23 March 2004

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 the Financial Reporting Standard for Smaller Enterprises. However, income other than subscriptions has been accounted for on a cash received basis, contrary to the use of the accruals basis elsewhere in the accounts. In my opinion, all income should have been recorded on an accruals basis. I am unable to judge the full impact of this departure from the standard.

Subject to any adjustment required to reflect non-subscription income receivable by the Society, in my opinion the accounts fairly reflect the state of the Society's affairs at 31 December, 2003 and of its surplus for the year then ended.

(signed) J.F.E.J. Cleggett, FCCA, MAAT, Independent Examiner, 29 March 2004

5.3 Notes to the Accounts for the year ended 31 December 2003

5.3.1 Accounting Policies

In preparing the Accounts, attention has been paid to the Financial Reporting Standard for Smaller Enterprises (FRSSE), the statement of recommended practice on accounting by charities (SORP 2000) and the Charities Act 1993. 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* and *Publications Reserve* accounts.

5.3.2 Subscriptions

| | 2003 | 2002 |
|--|-----------------|-----------------|
| | £ | £ |
| Receipts for the year | 6,183.24 | 6,903.76 |
| <i>Add:</i> opening prepayments | 2,562.07 | 3,065.84 |
| <i>Less:</i> Closing prepayments | 3,063.08 | 2,562.07 |
| <i>Less:</i> Overpaid subscriptions repaid | 194.00 | 59.50 |
| Subscription income | <u>5,488.23</u> | <u>7,348.03</u> |

5.3.3 Printing Costs

| | 2003 | 2002 |
|---|-----------------|-------------------|
| | £ | £ |
| Main Series publications outlay (amount paid/provided) | — | 22,240.00 |
| <i>Subsidia</i> publications outlay (amount paid/provided) | — | 250.00 |
| <i>Add:</i> | | |
| Opening vols. in preparation | 3,240.00 | — |
| Closing publications reserve | — | — |
| <i>Less:</i> | | |
| Closing vols. in preparation | — | 3,240.00 |
| Opening publications reserve | — | 24,018.50 |
| | <u>3,240.00</u> | <u>(4,768.50)</u> |

5.3.4 Volumes in preparation

| | 2003 | 2002 |
|--|----------|-----------------|
| | £ | £ |
| Vol. 115—(<i>Four Irish Martyrologies</i>) | <u>—</u> | <u>3,240.00</u> |

5.3.5 Investments

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