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Henry Bradshaw Society

Annual Reports for 2004

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ANNUAL MEETING

17 May 2005

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# Henry Bradshaw Society

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## **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.freereserve.co.uk

## **Assistant Treasurer**

Mr Peter Jackson

5A Green Place, Oxford, OX1 4RF

email: Peter.Jackson14@btinternet.com

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## 1 Notice of Annual Meeting

The one-hundred-and-second Annual Meeting of the Society will be held on Tuesday 17 May 2005 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 2004 Annual Meeting (see § 3 on page 5)

### 4. STATEMENTS FROM THE CHAIR

### 5. REPORTS

**To receive** the Reports of the Secretary (§ 4 on page 6) and Treasurer (§ 5 on page 9)

### 6. ELECTION OF THE PRESIDENT

**To report** that the Annual Meeting of 2004 elected Miss Barbara Harvey as President of the Society for 2004–05

**To consider** the election of the President for 2005–06

### 7. ELECTION OF THE ADMINISTRATIVE OFFICERS

**To report** that the Officers of Council for 2004–05 elected by the 2004 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 2005–06

### 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 2004, to serve until 2007:*  
Mr M. Burr, Mr T.A. Heslop, Professor N. J. Morgan.
  - (b) *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.
  - (c) *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

**These five additional members elected in 2002 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 13 May 2005.*)

## 9. ELECTION OF ACCOUNTS EXAMINER

**To report** that the Annual Meeting of 2004 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 2005.

## 10. CONSTITUTION

**To report** that Rule 36 of the Society's Constitution allows for alterations to the Constitution in the following terms.

None of the above rules may be altered or rescinded, or new ones added, except by resolution of three quarters of the members present and voting at an Annual or Extraordinary Meeting after twenty eight days' notice of the proposed measures given to all members in writing, and no alteration shall be made to the objects or to this clause or to the dissolution provision in Rule 34 and no amendment

shall be made to the remaining clauses which would cause the Society to cease to be a charity in law.

**To consider** a proposal, made by the Honorary General Secretary and seconded by the Honorary Treasurer, that the following alterations be made to the Society's Constitution.

(a) That Rule 3 be corrected so that the words "in accordance with Rule 9" shall read "in accordance with Rule 10".

(b) That Rule 8 be altered so that its last sentence shall read as follows:

Persons and institutions so elected shall be entitled to receive the volumes issued by the Society, but shall not by virtue of their election be entitled to vote at meetings of the Society.

(c) That Rule 18 be altered so that it shall read as follows:

The property of the Society (except cash, which shall be the responsibility of the Treasurer) shall be vested in the Council acting as Trustees.

(d) That Rule 19 be altered by the substitution throughout this Rule of the words "the Council acting as Trustees" in place of the words "the Trustees".

(e) That Rule 20 be altered by the excision of the words "the Trustees of the Society referred to in Rule 18".

(f) That Rule 24 be altered so that its last sentence shall read as follows:

He shall also convene meetings, and before the Annual Meeting publish a report of the year's business.

(g) That Rule 25(a) be altered so that the words  
and shall provide the Honorary Secretary with a copy of the accounts for publication with the Annual Report shall be substituted for the words  
and shall provide the Honorary Secretary with a copy of the audited accounts for circulation with the Annual Report

(h) That Rule 26 be altered so that the words  
of which the Honorary Secretary shall publish notice and an agenda at least fourteen days before shall be substituted for the words  
of which the Honorary Secretary shall give notice to all members at least fourteen days before, together with a

written agenda

*Members of the Society are advised that the current text of the Constitution is available on the Society's web-site. A copy of this text will be tabled for all members attending the meeting.*

*Notes on the changes proposed above can be found on pg. 7, in the Report of the Secretary.*

#### 11. ANNUAL MEETING 2006

**To consider** the date of the next Annual Meeting.

#### 12. ANY OTHER BUSINESS

### 3 Minutes of the 2004 Annual Meeting

The one-hundred-and-first Annual Meeting of the Society was held on 27 April 2004 in the Institute of Historical Research, Senate House, Malet Street, London.

**Present** Miss Barbara Harvey (President, in the Chair), Miss Janet Backhouse, Dr N. Bell, Mr M. Burr, Professor D. Chadd, Mr R. Emms, Professor D. Ganz, Mr P. Jackson, Professor M. Lapidge, Dr Rosalind Love, Dr M.B. Moreton, Dr Elizabeth Robinson, Dr A. Thacker.

**Apologies** for absence were received from Mr J. Billett, Professor G. Bonner, Dr Virginia Brown, Dr Alicia Corrêa, The Revd Dr J. Cowdrey, Miss Suzanne Eward (Salisbury Cathedral Library), Professor H. Gneuss (Honorary Vice-President), Dr Y. Hen, M. M. Huglo (Honorary Vice-President), The Revd Professor R.W. Pfaff (Honorary Vice-President), Dr Susan Rankin, Dom Alcuin Reid, Professor E. Roesner, Dr Janet Sorrentino, Dr Jane Stevenson, The Revd Canon Dr J. Toy, The Very Revd M.G. Witzak, Mr S. Woodward.

#### 1. COMMEMORATIONS

Commemoration was made of The Revd Canon R.C. West.

#### 2. MINUTES

The Minutes of the one-hundredth Annual Meeting were confirmed, subject to the following emendations:

- (a) that the date given for the meeting should read "29 April 2003";
- (b) that the name of Mr P. Jackson be added to the list of those who presented apologies.

### 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 2004–05.

### 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 three members were re-elected to Council to serve until 2007, their previous terms of office having expired in 2004:

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

The following was newly elected to Council, to serve until 2007:

Miss Janet Backhouse

### 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 2004

### 8. ANNUAL MEETING 2005

The meeting resolved that the next Annual Meeting of the Society be held on Tuesday 10 May 2005

## 4 Report of the Secretary

We record with great regret the death of Miss Janet Backhouse. In 1962 Janet Backhouse joined the staff of the Department of Manuscripts of the British Museum—since 1972 a part of the British Library—from which, as Curator of Illuminated Manuscripts, she retired in 1998. During her professional career she was associated with many of the Library's manuscript exhibitions, and



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through her prolific publications she established herself as one of the foremost authorities on medieval books and their painting, an achievement recognised by the *Festschrift* presented to her upon her retirement. Miss Backhouse had a long and close association with the Society. She became a member in 1962 and in 1967 was elected to the Council, of which she remained a member until her death. For a period she acted as assistant Treasurer, and had for many years been one of the Society's Trustees.

As announced in the *Report* for 2003, volume CXVI of the Society's Main Series will be an edition by Nicholas Orchard of *The Sacramentary of Ratoldus*. This volume is in an advanced state of production, with publication scheduled for June 2005. It will be distributed in return for the subscription for the year 2004, and members so qualified will receive the volume in due course. Those members whose subscription for 2004 is not complete will be able to obtain this volume if they so wish in return for a back-payment of the 2004 subscription (£20.50) which should be sent to the Treasurer at the address shown on page on page 1. Notification of the publication of this volume will appear on the 'News and Plans' page of the Society's web-site.

The fifth volume of the Society's *Subsidia* series (*The Liturgy of the Late Anglo-Saxon Church*, ed. Helen Gittos and M. Bradford Bedingfield) will be published during May 2005 by Boydell & Brewer on the Society's behalf. The catalogue price will be £50.00 and the discounted price for current members of the Society will be £35.00 (\$70.00). Notification that this volume has been published will appear on the 'News and Plans' page of the Society's web-site. Members who wish to purchase this volume at the discounted price must order it from the publisher using a Members' Order Form. This form may be obtained from the Secretary either by post or as a PDF attachment to an email.

Members are reminded that all purchases of available Main Series and *Subsidia* volumes at the discounted price must be made using the Members' Order Form which can be obtained from the Secretary as detailed in the previous item.

Members will note from the Agenda of the Annual Meeting (§2) that the Society proposes changes to the wording of its Constitution. The proposals with regard to Rules 18, 19 and 20 relate to the UK Charities legislation currently in force, under which the current arrangement for the property of the Society to be vested in three Trustees is replaced by an arrangement in which all members of the Council act as Trustees. The proposed changes bring the Constitution into line with this arrangement. A further proposed change (to Rule 8) relates to the category of Honorary Vice-President, election to which office

currently stipulates that the holder may not vote at meetings, and thereby implies that he or she shall hold no other office (such as that of Member of Council) in the Society. The Officers of the Society are in agreement that this is unnecessarily restrictive and would wish to be free to recommend to the Council the election as Honorary Vice-Presidents of distinguished current members whose active participation in the Society they would not wish to see thereby curtailed. The proposed change to Rule 3 corrects an internal reference. The proposals with regard to Rules 24, 25(a) and 26 are explained in the next paragraph.

The production and distribution of the *Annual Report* has become a significant item of expenditure for the Society. The Officers, acting on behalf of the Council, have decided that the Society will discontinue the automatic full distribution of the *Report* in hard-copy after the current issue. From 2006, the *Report* will be available on the Society's web-site at least 14 days before the date of the Annual Meeting. Members who wish to receive an electronic copy of it as an email attachment, and those who still require a paper copy to be sent to them, should register this requirement by 1 June 2005, either in writing to the Secretary or by means of an email message to him. We trust that members will understand that in an era of increasing electronic communication the distribution of paper is in many cases an unnecessary expense. The proposed changes to Rules 24, 25(a) and 26 of the Constitution allow for this new arrangement.

Members will be aware from item 8 in the Minutes of the 2004 Annual Meeting that the date of the 2005 Meeting has had to be altered from that which was planned. This has been caused by conflicts which have arisen since the original date was set. We apologise to any members who may have been inconvenienced by this reorganisation.

All members of the Society 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.

We are pleased to have welcomed the following into membership during 2004.

Mr Laurence Pateman (London), Mr Michael Johnson (Salford),  
Dr Christine Rauer (St Andrews), Dr Espen Karlsen (Oslo), Mr  
Marcin Morawski (Warsaw), Dr Karen Jolly (Honolulu), The Revd  
Andrew Davis (London), M. J M Dossogne (Philippeville).

David Chadd (General Secretary), March 2005

## 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.

2004 was, as expected, a much less fraught year than either of the two preceding, and the Society's finances remain in good order, well prepared for our next publication. It is hoped that this will be announced in the near future.

Euro conversions still take the banks at least twice as long to process as Dollar conversions, and improvements to the European banking systems, in the UK as well as in the rest of Europe, have made Euro-subscriptions even more of a nightmare. Costs are escalating out of all proportion, European banks seem to be phasing out the use of paper cheques, and banks seem determined to hide the origins of inter-bank payments under a welter of pointless information. The Treasurer is anxious to find ways of minimising costs to members while maximising convenience, and would welcome any suggestions from members on the mainland of Europe.

Meanwhile, the Treasurer continues to believe that currency conversion at the Society's bank is usually more efficient than the payment of subscriptions in sterling.

Bernard Moreton (Honorary Treasurer), March 2005

## 6 Statement of Financial Activities for the year ended 31 December 2004

	Note	2004	2003
<b>INCOMING RESOURCES</b>		£	£
<i>Subscriptions and Donations</i>			
Subscriptions	§ 6.2.2	5, 415.50	5, 488.23
Publications grants		–	1, 076.65
Income tax recovered		509.38	–
<i>Income from activities in furtherance of charitable objects</i>			
Volume sales royalties		1, 556.49	4, 334.41
<i>Investment income</i>			
Bank interest		1, 629.36	1, 120.50
Other investment income		79.30	79.30
<i>Other incoming resources</i>		370.00	–
<b>Total incoming resources</b>		<u>9, 560.03</u>	<u>12, 099.09</u>
<b>RESOURCES EXPENDED</b>			
<i>Costs of generating funds</i>			
Printing of volumes	§ 6.2.3	5, 200.00	3, 240.00
Distribution of volumes		–	1, 999.11
Other Publication costs		–	200.00
Back issue costs		64.12	39.92
<i>Management and administration</i>			
Postage and telephone		227.70	312.47
Stationery		25.61	20.65
Annual Report		78.00	96.00
Annual Meeting		52.92	63.34
<b>Total resources expended</b>		<u>5, 648.35</u>	<u>5, 971.49</u>
<b>Net incoming resources</b>		3, 911.68	6, 127.60
<b>Total funds brought forward</b>		<u>52, 164.32</u>	<u>46, 036.72</u>
<b>Total funds carried forward</b>		<u><u>56, 076.00</u></u>	<u><u>52, 164.32</u></u>

## 6.1 Balance Sheet as at 31 December 2004

	Note	2004	2003
<b>CURRENT ASSETS</b>		£	£
Volumes in preparation	§ 6.2.4	384.23	–
Investments	§ 6.2.5	834.84	834.84
Cash at bank and in hand		63,623.09	54,502.56
<b>Total current assets</b>		<u>64,842.16</u>	<u>55,337.40</u>
Creditors: amounts falling due within one year			
Prepaid subscriptions		3,181.93	3,063.08
Creditors and Accruals		384.23	110.00
Publication reserve	§ 6.2.6	5,200.00	–
		<u>8,766.16</u>	<u>3,173.08</u>
<b>Net assets</b>		<u>56,076.00</u>	<u>52,164.32</u>
<b>INCOME FUNDS</b>			
Unrestricted funds		56,076.00	52,164.32
<b>Total funds</b>		<u>56,076.00</u>	<u>52,164.32</u>

(signed on behalf of all the Trustees) M. B. Moreton, Honorary Treasurer, 30 March 2005

### 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, 2004 and of its surplus for the year then ended.

(signed) J.F.E.J. Cleggett, FCCA, MAAT, Independent Examiner, 1 April 2005

## 6.2 Notes to the Accounts for the year ended 31 December 2004

### 6.2.1 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* (§6.2.4) and *Publications Reserve* (§6.2.6) accounts.

#### Income

Subscription income is recognised in the Society's accounts in the year that it falls due, but all other income is recognised when cash is received.

### 6.2.2 SUBSCRIPTIONS

	2004	2003
	£	£
Receipts for the year	5,534.35	6,183.24
<i>Add:</i> Opening prepayments	3,063.08	2,562.07
<i>Less:</i> Closing prepayments	3,181.93	3,063.08
<i>Less:</i> Subscription refunds	—	194.00
Subscription income	<u>5,415.50</u>	<u>5,488.23</u>

## 6.2.3 PRINTING COSTS

	2004	2003
	£	£
Main Series publications outlay (amount paid/provided)	384.23	—
<i>Subsidia</i> publications outlay (amount paid/provided)	—	—
<i>Add:</i>		
Opening vols. in preparation	—	3,240.00
Closing publications reserve	5,200.00	—
<i>Less:</i>		
Closing vols. in preparation	384.23	—
Opening publications reserve	—	—
	<u>5,200.00</u>	<u>3,240.00</u>

## 6.2.4 VOLUMES IN PREPARATION

	2004	2003
	£	£
Vol. 116: <i>Sacramentary of Ratoldus</i>	<u>384.23</u>	<u>—</u>

## 6.2.5 INVESTMENTS

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

## 6.2.6 PUBLICATIONS RESERVE

	2004	2003
	£	£
Subscriptions received		
2004	<u>5,200.00</u>	<u>—</u>