



HENRY BRADSHAW SOCIETY

Annual Reports for 2005

ANNUAL MEETING
25 April 2006

Henry Bradshaw Society

Registered UK Charity no. 278781

<http://www.henrybradshawsociety.org/>

President

Miss Barbara Harvey

Vice-Presidents

The Very Revd Professor Henry Chadwick

The Revd Dr John Cowdrey

Professor Helmut Gneuss

M. Michel Huglo

The Revd Professor R. W. Pfaff

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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

www.boydell.co.uk

1 Notice of Annual Meeting

The one hundred and third Annual Meeting of the Society will be held on Tuesday 25 April 2006 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 2005 Annual Meeting.

4. STATEMENTS FROM THE CHAIR

5. REPORTS

To receive the Reports of the Secretary and Treasurer.

6. ELECTION OF THE PRESIDENT

To report that the Annual Meeting of 2005 elected Miss Barbara Harvey as President of the Society for 2005-06.

To consider the election of the President for 2006-07.

7. ELECTION OF THE ADMINISTRATIVE OFFICERS

To report that the Officers of the Council for 2005-06 elected by the 2005 Annual Meeting were as follows:

<i>Chairman</i>	Professor M. Lapidge
<i>General Secretary</i>	Mr P. Jackson
<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 2006-07.

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 2005, to serve until 2008*: Dr N. Bell, Professor D.F.L. Chadd, Professor D. Ganz, Dom Cuthbert Johnson OSB (representing Quarr Abbey), Professor E. Roesner, Dr A. Thacker.

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

(c) *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.

Dr Cowdrey, who had previously indicated his intention not to seek re-election, has now been elected a Vice-President of the Society. The five other additional members elected in 2003 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 21 April 2006.*)

9. ELECTION OF ACCOUNTS EXAMINER

To report that the Annual Meeting of 2005 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 2006.

10. ANNUAL MEETING 2007

To consider the date of the next Annual Meeting.

11. ANY OTHER BUSINESS

3 Minutes of the 2005 Annual Meeting

The one-hundred-and-second Annual Meeting of the Society was held on 17 May 2005 in the Institute of Historical Research, Senate House, Malet Street, London.

Present: Miss Barbara Harvey (President, in the Chair), Dr N.Bell, Mr M.J.Burr, Professor D.Chadd, Dr Catherine Cubitt, Dr Cristina Dondi, Mr P.Holson, Mr P.Jackson, Dom Cuthbert Johnson, Professor M.Lapidge, Dr Rosalind Love, Dr M.B.Moreton, Dr D.Pelteret, Professor Susan Rankin, Dr A.Thacker, Fr A.Ward,

Apologies for absence were received from: Mr J.Billett, Mr E.Blunden, Professor Virginia Brown, The Revd Dr J.P.H.Clark, The Revd Dr H.E.J.Cowdrey, Professor J.Dyer, Mr R.Emms, Miss Suzanne Eward (representing Salisbury Cathedral Library), Professor D.Ganz, Professor H.Gneuss (Honorary Vice-President), Dr Y.Hen, M M.Huglo (Honorary Vice-President), Professor Ritva Maria Jacobsson, Professor Rosamond McKitterick, Professor N.Morgan, Dr D.Pelteret, The Revd Professor R.Pfaff (Vice-President), Dr Elizabeth Robinson, Professor E.Roesner, Dr Jane Stevenson, The Very Revd M.G.Witczak, Mr S.Woodward

1. COMMEMORATIONS

Commemoration was made of Miss Janet Backhouse.

2. MINUTES

The Minutes of the one-hundred-and-first 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 THE PRESIDENT

Miss Barbara Harvey was elected President for the year 2005-06.

5. ELECTION OF HONORARY VICE-PRESIDENTS

The Revd Dr H.E.J.Cowdrey was elected Honorary Vice-President.

6. ELECTION OF OFFICERS

The following elections were made:

Chairman of Council:	Professor M.Lapidge
General Secretary:	Mr P.Jackson
Publications Secretary:	Dr Rosalind Love
Treasurer:	Dr M.B.Moreton

The Meeting recorded a vote of thanks to the outgoing General Secretary, Professor D.Chadd

7. ELECTION OF COUNCIL

The following five members were re-elected to Council to serve until 2008, their previous terms having expired in 2005:

Dr N.Bell, Professor D.Ganz, Dom Cuthbert Johnson OSB (representing Quarr Abbey), Professor E.Roesner, Dr A.Thacker

The following was newly elected to Council, to serve until 2008:

Professor D.Chadd

8. 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 2005

9. CONSTITUTION

The following alterations to the Constitution were approved:

[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

10. ANNUAL GENERAL MEETING

The Meeting resolved that the next Annual Meeting of the Society be held on Tuesday 25 April 2006.

4 Report of the Secretary

The writer of this report is very happy to begin by paying tribute to his predecessor Professor David Chadd, who retired as General Secretary in May 2005 after nineteen years in post. Those years were among the most significant in the Society's history, marked as they were by considerable increases in our membership and in our rate of publication, the adoption of Boydell and Brewer as the Society's publisher and the inauguration of a reprint programme and a *Subsidia* series, and Professor Chadd's contribution throughout has been immeasurable. The Secretary is also personally grateful to Professor Chadd for leaving the Society's papers in such immaculate order and for advice during his first few months as his successor.

Volume CXVI of the Society's Main Series, a new edition by Nicholas Orchard of *The Sacramentary of Ratoldus*, announced as forthcoming in Professor Chadd's last report, was duly published on the Society's behalf by Boydell and Brewer in June 2005 in return for the subscription for 2004, and has been distributed to all members whose subscription was paid for that year. Any members whose subscription for that year is not complete, but who wish to receive the volume, may do so if they send a back-payment of the 2004 subscription (£20.50) to the Treasurer at the address given at the head of the *Annual Report* or elsewhere on the Society's website.

The fifth volume of the Society's *Subsidia* series (*The Liturgy of the Late Anglo-Saxon Church*, ed. Helen Gittos and M. Bradford Bedingfield) was also published by Boydell and Brewer in June 2005. The catalogue price is £50 and the discounted price for current members of the Society is £35 (\$70). Members who wish to purchase this volume at the discounted price must order it from the publisher using the Members' Order Form. This form may be obtained from the Secretary either by post or email attachment. Notification that both this volume and volume CXVI in the Main Series have been published has appeared on the Society's website.

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

Professor Chadd and the present Secretary have been in correspondence with Professor Knud Ottosen, formerly of the University of Aarhus, who enquired in May 2005 if the Society would be willing to take over the distribution of editions of *The Manual from Notmark* (1970) and *The Manual from Bystorp* (1982) in his series *Bibliotheca liturgica danica*. It was decided that this would unfortunately not be possible, but both volumes are still available and any member wishing to purchase either of them is asked to make contact with Professor Ottosen directly by email (Ottosen@liturgy.dk) or post (Søren Skjøts Vej 8, DK-8220, Brabrand, Denmark). Further information on both volumes will be made available on the Society's website.

It was noted in Professor Chadd's last report that the production and distribution of the Society's *Annual Report* had become a significant item of expenditure, and that the Officers, acting on behalf of the Council, had decided that automatic full distribution of the *Report* in hard copy would be discontinued after the current issue (for 2004). All future issues, from that for 2005 onwards, would be mounted on the Society's website at least fourteen days before the date of the Annual Meeting. Members who wished to receive their own copy either in paper or as an email attachment were asked to inform the Secretary of this requirement by 1 June 2005. No such requests have been received either by the present Secretary or by Professor Chadd, and this *Annual Report* will therefore be the first to appear in electronic

format only. The Secretary will however still be glad to hear from members who prefer to have an individual copy, in whatever format.

All members of the Society who have email addresses which they have not communicated to 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 2005:

Dr J.H.E. Baker (Cardiff), Professor Philippe Bernard (Paris), The Revd Dr Andrew Blume (Cambridge, MA).

Peter Jackson (General Secretary), March 2006

5 Treasurer's report for 2005

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 rising costs of bank charges for currency transactions, coupled with members' requests for payment by bank card, led us to set up a mechanism for such payments on the internet with the Charities Aid Foundation; and this became fully active with the invoicing for the 2006 subscription year.

At the same time the invoicing method was changed to be primarily by email. We would like to extend this, and where members received their invoice in hard copy by post, if they have an email address, I would welcome knowing it. At the same time, of course, where members prefer to receive invoicing by post, this will be continued. But emailing reduces the burden on the Treasurer's spare time, as well as speeding the whole process.

Euro conversions are now marginally faster than they were, and parity with US Dollar conversions has been achieved by making the latter much slower. It is progress of some sort, I suppose. In the midst of all this, the Treasurer is still anxious to find ways of minimising costs to members while maximising convenience. The invoicing for 2006 reflected this, but I am much aware that it become more complex as a result, with varying costs indicated for the several different methods now available. I apologize for that complexity, and will welcome suggestions for simplifying matters.

The finances of the Society remain healthy, and well-prepared to fund the volumes in preparation reported to the Annual Meeting and Council in 2005, as well as any developments in printing and publishing methods – discussed in general then - that may become appropriate.

Bernard Moreton (Honorary Treasurer), *February 2006*

THE HENRY BRADSHAW SOCIETY

Statement of Financial Activities for the year ended 31 December, 2005

	Note	2005 £	2004 £
<u>Incoming resources</u>			
Subscriptions and Donations			
Subscriptions	2	5,534.76	5,415.50
Publications grants		-	-
Income tax recovered		-	509.38
Income from activities in furtherance of charitable objects			
Volume sales royalties		1,101.02	1,556.49
Investment income			
Bank interest		2,070.99	1,629.36
Other investment income		39.65	79.30
Other incoming resources		-	370.00
Total incoming resources		<u>8,746.42</u>	<u>9,560.03</u>
<u>Resources expended</u>			
Costs of generating funds			
Printing of volumes	3	10,422.92	5,200.00
Distribution of volumes		1,642.10	-
Other Publication costs		-	-
Back issue costs		7.20	64.12
Management and administration			
Postage & Telephone		52.97	227.70
Stationery		61.81	25.61
Bank charges		150.00	-
Annual report		253.67	78.00
Annual meeting		44.34	52.92
Total resources expended		<u>12,635.01</u>	<u>5,648.35</u>
Net incoming/(outgoing) resources		(3,888.59)	3,911.68
Total funds brought forward		56,076.00	52,164.32
Total funds carried forward		<u>52,187.41</u>	<u>56,076.00</u>

THE HENRY BRADSHAW SOCIETY

Balance Sheet as at 31 December, 2005

	Note	2005 £	2004 £
<u>Current assets</u>			
Volumes in preparation	4	-	384.23
Investments	5	-	834.84
Cash at bank and in hand		60,336.20	63,623.09
Total current assets		60,336.20	64,842.16
Creditors: amounts falling due within one year			
Prepaid subscriptions		3,118.42	3,181.93
Creditors and Accruals		5.45	384.23
Publication reserve	6	5,024.92	5,200.00
		8,148.79	8,766.16
Net assets		52,187.41	56,076.00
<u>Income funds</u>			
Unrestricted funds		52,187.41	56,076.00
Total funds		52,187.41	56,076.00

Signed on behalf of all the trustees

M B Moreton Honorary Treasurer	Date of approval 17 March 2006
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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, 2005 and of its surplus for the year then ended.

J F E J Cleggett FCCA, MAAT Independent examiner	Date 22 March 2006
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THE HENRY BRADSHAW SOCIETY

Notes to the Accounts for the year ended 31 December, 2005

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.

a) Convention

The financial statements are prepared under the historical cost convention.

b) Investments

Investments held as current assets are stated at nominal value.

c) 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.

d) 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.

2 Subscriptions

	2005	2004
	£	£
Receipts for the year	5,476.70	5,534.35
Add: Opening prepayments	3,181.93	3,063.08
Less: Closing prepayments	3,118.42	3,181.93
Subscription refunds	5.45	-
Subscription income	<u>5,534.76</u>	<u>5,415.50</u>

3 Printing Costs

Main series publications outlay (amount paid/provided)	7,951.77	384.23
Subsidia publications outlay (amount paid/provided)	2,262.00	-
Add: Opening vols. in preparation	384.23	-
Closing publications reserve	5,024.92	5,200.00
Less: Closing vols. in preparation	-	384.23
Opening publications reserve	5,200.00	-
	<u>10,422.92</u>	<u>5,200.00</u>

4 Volumes in Preparation

Vol. 116: The Sacramentary of Ratoldus	<u>-</u>	<u>384.23</u>
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5 Investments

The society's current asset investments were held on its behalf by the Treasurer, in the name of the Henry Bradshaw Society. The investments matured in 2005.

6 Publications reserve

Subscriptions received:	2004	-	5,200.00
	2005	5,024.92	-
		<u>5,024.92</u>	<u>5,200.00</u>