



Henry Bradshaw Society

Annual Reports for 2006

ANNUAL MEETING
24 April 2007

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

⁺**Chairman of Council**

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⁺**General Secretary**

Mr Peter Jackson

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

www.boydell.co.uk

1 Notice of Annual Meeting

The one hundred and fourth Annual Meeting of the Society will be held on Tuesday 24 April 2007 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 2006 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 2006 elected Miss Barbara Harvey as President of the Society for 2006-07.

To consider the election of the President for 2007-08.

7. ELECTION OF THE ADMINISTRATIVE OFFICERS

To report that the Officers of the Council for 2006-07 elected by the 2006 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 2007-08.

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 2006, to serve until 2009*: Dr Catherine Cubitt, Dr Alicia Corrêa, Professor Rosamond McKitterick, Professor Susan Rankin, Fr A. Ward.

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

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

The additional members elected in 2004 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 20 April 2007.*)

9. ELECTION OF ACCOUNTS EXAMINER

To report that the Annual Meeting of 2006 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 2007.

10. ANNUAL MEETING 2008

To consider the date of the next Annual Meeting.

11. ANY OTHER BUSINESS

3 Minutes of the 2006 Annual Meeting

The one hundred and third Annual Meeting of the Society was held on 25 April 2006 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, Mr P. Jackson, Dom Cuthbert Johnson (representing Quarr Abbey), Professor M. Lapidge, Dr M. B. Moreton, Professor N. Morgan, Dr Elizabeth Robinson, Dr A. Thacker, The Revd Canon J. Toy, Fr A. Ward.

Apologies for absence were received from Dr J. H. E. Baker, The Revd Dr Andrew Blume, Professor Virginia Brown, Dr P. Cavill, Dr Alicia Corrêa, The Revd Dr H. E. J. Cowdrey, Dr Cristina Dondi, Mr R. Emms, Professor D. Ganz, Professor H. Gneuss (Honorary Vice-President), Dr Y. Hen, Professor Ritva Maria Jacobsson, Dr Rosalind Love, Professor Rosamond McKitterick, Dr N. Orchard, The Revd Professor R. Pfaff (Honorary Vice-President), Professor Susan Rankin, Dom Alcuin Reid, Professor E. Roesner, Dr Jane Stevenson, The Very Revd M. G. Witzak.

1. MINUTES

The Minutes of the one hundred and second Annual Meeting were confirmed, subject to the following emendations: that Dr D. Pelteret's name should be deleted from the list of those sending apologies; and that item (6) should record that Mr Jackson was elected as Assistant Treasurer for 2005-06.

2. 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.

3. STATEMENTS FROM THE CHAIR

The President welcomed Mr Jackson to his first Meeting as General Secretary.

4. ELECTION OF THE PRESIDENT

Miss Barbara Harvey was elected President for the year 2006-07.

5. ELECTION OF OFFICERS

The following elections were made for 2006-07:

<i>Chairman of Council:</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

6. ELECTION OF COUNCIL

It was reported that Dr Jane Stevenson, whose term as a Member of Council expired in 2006, did not wish to seek re-election.

The following four members were re-elected to Council to serve until 2009, their previous terms having expired in 2006:

Dr Alicia Corrêa, Professor Rosamond McKitterick, Professor Susan Rankin, Fr A. Ward

The following was newly elected to Council, to serve until 2009:

Dr Catherine Cubitt

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 2006.

8. ANNUAL GENERAL MEETING

The Meeting resolved that the next Annual Meeting of the Society be held on Tuesday 24 April 2007.

4 Report of the Secretary

Last year's report opened with a tribute to the outgoing General Secretary, David Chadd. It is with the deepest regret that we now have to inform members of Professor Chadd's death on 8 November 2006 at the age of 63. David had been a member of the Society since 1976, serving as General Secretary from 1986 to 2005, and his contribution to its reinvigoration during those years was wide-ranging and scarcely quantifiable. But in addition to carrying a considerable administrative burden for nearly twenty years, he also produced for the Society an exemplary edition of the Ordinal of Holy Trinity, Fécamp (published as volumes CXI and CXII), and at his death was engaged on a study of insular monastic office antiphoners which it is hoped will be brought to completion. Links to the address given at David's funeral by Denys Robinson, and to a tribute by his colleagues at the University of East Anglia, can be found on the Society's website (www.henrybradshawsociety.org). A memorial concert, including performances of works by Bach, Haydn and Josquin and choral arrangements of songs by Carl Nielsen, was held at Norwich Cathedral on 16 February 2007.

One of the last Society matters to engage David's attention was the long-running question of reprints of our older volumes, many of them in frequent demand and difficult to find second hand. Here there is real progress to report. In the past we have been unable to reprint as many titles as we would wish, because of the need to effectively destroy a copy of the original issue in the process. However, recent advances in technology have now finally made it possible to reprint our entire back catalogue. Each volume will be digitally photographed at Cambridge University Library, and the resulting CD passed to our publisher, Boydell and Brewer, who will issue a paperback facsimile available for purchase by members of the Society and others at a relatively modest cost. The first tranche of volumes is being photographed at present, and the work will be completed in two further

instalments, with the largest volumes being left to the last. We are sure that many members will welcome this news.

Work is also advanced on our next Main Series volume (CXVII), *An Atlas of Saints in Anglo-Saxon Calendars* by Dr Rebecca Rushforth; it is hoped that it will be published within 2007. Further titles are in preparation and will be published in due course. In the meantime, members wishing to purchase available Main Series and *Subsidia* volumes at discounted prices are reminded that they should obtain the special Members' Order Form from the General Secretary (Peter.Jackson14@btinternet.com).

This is the second year in which the *Annual Report* has been posted in electronic format only. As before, any members who wish to receive their own copy either in paper or as an email attachment are asked to inform the Secretary of this requirement (only one such request, for a paper copy, has in fact been received). Similarly, 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 (hbs.treasurer@googlemail.com).

We are pleased to have welcomed the following into membership during 2006:

Dr Lucy Donkin (Oxford), Mr Michael Hall (Horsham), Mr C. L. Miller (Burgess Hill), Professor Knud Ottosen (Brabrand, Denmark)

Peter Jackson
General Secretary

February 2007

5 Treasurer's report for 2006

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 finances of the Society remain healthy, and well-prepared to fund the volumes in preparation, as well as the proposed digitalisation of our past publications which will form the basis of the new reprint program. These activities are detailed in the Secretary's report for the year.

The Treasurer remains anxious to simplify and clarify the Society's invoicing, though simplifying and clarifying are not always compatible. Suggestions for improvement are always welcome.

Payments from members who do not have UK bank accounts are probably now most economically handled through the online payment page linked to the Society's web site. Payments from members with UK bank accounts are probably most economically handled either by old-fashioned cheque or by direct bank transfer. The membership number is the only reference needed.

Bernard Moreton
Honorary Treasurer

16 February 2007

THE HENRY BRADSHAW SOCIETY

Statement of Financial Activities for the year ended 31 December, 2006

	Note	2006 £	2005 £
<u>Incoming resources</u>			
Subscriptions and Donations			
Subscriptions	2	5,291.77	5,534.76
Income tax recovered		450.60	-
Income from activities in furtherance of charitable objects			
Volume sales royalties		1,767.30	1,101.02
Investment income			
Bank interest		2,091.51	2,070.99
Other investment income		-	39.65
Total incoming resources		<u>9,601.18</u>	<u>8,746.42</u>
<u>Resources expended</u>			
Costs of generating funds			
Printing of volumes	3	5,029.50	10,422.92
Distribution of volumes		46.12	1,642.10
Back issue costs		-	7.20
Management and administration			
Postage & Telephone		71.49	52.97
Stationery		21.64	61.81
Bank & CAF charges		19.57	150
Annual report		-	253.67
Annual meeting		100.61	44.34
Total resources expended		<u>5,288.93</u>	<u>12,635.01</u>
Net incoming/(outgoing) resources		4,312.25	(3,888.59)
Total funds brought forward		52,187.41	56,076.00
Total funds carried forward		<u>56,499.66</u>	<u>52,187.41</u>

THE HENRY BRADSHAW SOCIETY

Balance Sheet as at 31 December, 2006

	Note	2006 £	2005 £
<u>Current assets</u>			
Volumes in preparation	4	-	-
Cash at bank and in hand		69,518.47	60,336.20
Total current assets		69,518.47	60,336.20
Creditors: amounts falling due within one year			
Prepaid subscriptions		2,956.14	3,118.42
Creditors and Accruals		8.25	5.45
Publication reserve	5	10,054.42	5,024.92
		13,018.81	8,148.79
Net assets		56,499.66	52,187.41
<u>Income funds</u>			
Unrestricted funds		56,499.66	52,187.41
Total funds		56,499.66	52,187.41

Signed on behalf of all the trustees

(signed) M B Moreton Honorary Treasurer	Date of approval 14 March 2007
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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, 2006 and of its surplus for the year then ended.

(signed) J F E J Cleggett FCCA, MAAT Independent examiner	Date 18 March 2007
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THE HENRY BRADSHAW SOCIETY

Notes to the Accounts for the year ended 31 December, 2006

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 2005) 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. No investments are currently held.

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	2006	2005
	£	£
Receipts for the year	5,253.39	5,476.70
Add:		
Opening prepayments	3,118.42	3,181.93
CAF fees deducted from receipts	15.60	-
Less:		
Closing prepayments	2,956.14	3,118.42
Subscription refunds	139.50	-
Fees netted against income	-	5.45
Subscription income	<u>5,291.77</u>	<u>5,534.76</u>
 3 Printing Costs		
Main series publications outlay (amount paid/provided)	-	7,951.77
Subsidia publications outlay (amount paid/provided)	-	2,262.00
Add:		
Opening vols. in preparation	-	384.23
Closing publications reserve	10,054.42	5,024.92
Less:		
Closing vols. in preparation	-	-
Opening publications reserve	5,024.92	5,200.00
	<u>5,029.50</u>	<u>10,422.92</u>
 4 Volumes in Preparation		
Vol. 117: An Atlas of Saints in Anglo-Saxon Calendars	<u>-</u>	<u>-</u>
 5 Publications reserve		
Subscriptions received:		
2005	5,270.92	5,024.92
2006	4,783.50	-
	<u>10,054.42</u>	<u>5,024.92</u>