



Henry Bradshaw Society

Annual Reports for 2017

ANNUAL MEETING
27 April 2018

Henry Bradshaw Society
Registered UK Charity no. 278781
www.henrybradshawsociety.org

President

[office vacant]

Vice-Presidents

Professor Helmut Gneuss
Miss Barbara Harvey
Professor Michael Lapidge

Chairman of Council

Professor Susan Rankin
Emmanuel College, Cambridge CB2 3AP
email: skr1000@cam.ac.uk

General Secretary

Dr Nicolas Bell
The Library, Trinity College, Cambridge, CB2 1TQ
email: njb25@cam.ac.uk

Publications Secretary

Dr Rosalind Love
Department of Anglo-Saxon, Norse and Celtic, University of Cambridge
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Treasurer

Dr M. B. Moreton
Beechurst, Glastonbury Road, West Pennard, Glastonbury BA6 8NH
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Publisher to the Society

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1 Notice of Annual Meeting

The one hundred and fifteenth Annual Meeting of the Society will be held on Friday 27 April 2018 at 2 p.m. in the Faculty Board Room on the first floor of the English and Anglo-Saxon, Norse and Celtic Faculties, 11 West Road, Cambridge CB3 9DP. The meeting will be preceded by a sandwich lunch from 1.15 and followed by a meeting of the Society's Council. Members are welcome to attend the lunch and the Council meeting in addition to the Annual Meeting.

2 Henry Bradshaw Society Lecture

Members and their guests are warmly invited to a lecture following the Annual Meeting and Council Meeting, which will take place at 5 p.m. on 27 April in the English Faculty Building at 11 West Road, Cambridge. **Dr Tessa Webber FBA**, Reader in Palaeography at the University of Cambridge and Fellow of Trinity College, will deliver a lecture under the title "Liturgical Books and the Medieval Library". All are welcome to attend free of charge, and the lecture will be followed by a reception.

3 General Data Protection Regulations 2018

Under the new General Data Protection Regulations which come into force in the UK next month, the Society is obliged to review the ways in which it stores and uses all personal data. The Society retains names, postal addresses and email addresses of its members: they are stored securely and are only available to those Officers of the Society with a specific need to access them. Email addresses are used solely for circulating information relating to the running of the Society (such as this documentation for the Annual Meeting, and subscription renewals), and are never passed to third parties; postal addresses are used for the same purposes where members have no known email address. Postal addresses are passed to our publisher and distributor as necessary, solely as a means of enabling our publications to be despatched to members, and will not be used for any other purpose by these or any other third parties. It is our policy not to extend these uses of personal data in any way without the explicit agreement of the owners of the data.

4 Agenda for the Annual Meeting 2018

1. APOLOGIES

To receive apologies for absence.

2. COMMEMORATIONS

3. MINUTES

To receive the Minutes of the one hundred and fourteenth Annual Meeting.

4. STATEMENTS FROM THE CHAIR

5. REPORTS

To receive the Reports of the Secretary and Treasurer.

6. ACCOUNTS

To receive and accept the Accounts for 2017.

7. ELECTION OF THE PRESIDENT

To consider the election of a President for 2018–19.

8. ELECTION OF THE ADMINISTRATIVE OFFICERS

To report that the Officers of the Council for 2017–18 elected by the 2017 Annual Meeting were as follows:

| | |
|------------------------|------------------------|
| Chairman | Professor Susan Rankin |
| General Secretary | Dr Nicolas Bell |
| Publications Secretary | Dr Rosalind Love |
| Treasurer | Dr Bernard Moreton |

To consider the election of Officers for 2018–19.

9. ELECTION OF COUNCIL

To report that the membership of Council is as follows:

— The Administrative Officers of Council

— Additional elected members, as follows:

(a) elected 2015, to serve until 2018: Dr Catherine Cubitt, Professor Sarah Hamilton, Dr David Pelteret, Fr Anthony Ward

(b) elected 2016, to serve until 2019: Professor Nigel Morgan, Dr Eleanor Giraud, Mr Christopher Hodkinson

(c) elected 2017, to serve until 2019: Dr Alan Thacker

(d) elected 2017, to serve until 2020: Dr Daniel DiCenso, Dr Helen Gittos, Professor David Ganz, Dr Henry Parkes, Dr Frank Lawrence

The additional members elected under (a) above now retire, and are eligible for re-election. Fr Anthony Ward has expressed a wish not to be re-appointed.

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 Monday 23 April 2018.)

10. ELECTION OF ACCOUNTS EXAMINER

To report that the Annual Meeting of 2017 resolved to invite Mr Patrick Clinton to undertake the duties of Independent Accounts Examiner for the year, and that Mr Clinton subsequently agreed.

To consider the appointment of the Independent Accounts Examiner for the year 2018.

11. ANNUAL MEETING 2019

To consider the date and location of the one hundred and sixteenth Annual Meeting.

12. ANY OTHER BUSINESS

5 Minutes of the one hundred and fourteenth Annual Meeting, 28 April 2017

The one hundred and fourteenth Annual Meeting of the Society was held on Friday 28 April 2017 at 2 p.m. in the Faculty Board Room, English Faculty, 11 West Road, Cambridge.

Those present were Professor Susan Rankin (in the chair), Dr Nicolas Bell (Secretary), Prof. Calvin Bower, Professor David Ganz, Dr Eleanor Giraud, Dr Helen Gittos, Professor Sarah Hamilton, Mr Christopher Hodkinson, Dr Rosalind Love, Professor Nigel Morgan, Dr David Pelteret, Dr Alan Thacker, Dr Catherine Cubitt Fr Gregory Schnakenberg OP and The Rev'd Canon John Toy. Dr Bernard Moreton (Treasurer), Dr Daniel DiCenso and Dr Henry Parkes all participated in the meeting via Skype.

1. In the absence of a President or Vice-President, it was agreed that Prof. Rankin, as Chairman of the Council, should chair the meeting.
2. Apologies were received from Professor Helmut Gneuss, Professor Michael Lapidge, Dr Frank Lawrence, Professor Rosamond McKitterick, Dom Alcuin Reid, Dr Elizabeth Robinson, Deacon James Scheer, Dr Janet Sorrentino, Fr Anthony Ward SM, The Rev'd Michael G. Witzak and Mr W. Steven Woodward.
3. Commemoration was made of our departed President, Abbot Cuthbert Johnson, of the Rev'd Professor Richard Pfaff, Vice-President, and of the Rev'd Dr Alec McGuire. The Secretary reported on Abbot Cuthbert's funeral, which he had attended and at which Fr Ward was one of many concelebrants.
4. The minutes of the one hundred and thirteenth meeting were received as an accurate record and signed by the Chairman.
5. The Chairman thanked the Officers of the Society for their work during the past year, and added her thanks for the longstanding support and encouragement provided to the Society by our late President.
6. The Secretary and Treasurer presented their reports, and the Treasurer circulated Book Reports for 2016.
7. The Treasurer presented the Accounts, which had been examined by the Independent Examiner. The meeting accepted and formally approved the accounts. The Treasurer was thanked for his work in preparing them, and for his considerable and devoted efforts on the Society's behalf over the past year. It was agreed that the Secretary would write to Mr Patrick Clinton to thank him for his work in examining the accounts, and would file the accounts with the Charity Commission.
8. Various names were discussed as possible future Presidents of the Society, and it was agreed that the Secretary should make further enquiries with the hope of presenting a firm nomination to the Annual Meeting of 2018.
9. The meeting voted unanimously that the Officers of the Council for the year 2017–18 should be as follows:

| | |
|------------------------|------------------------|
| Chairman | Professor Susan Rankin |
| General Secretary | Dr Nicolas Bell |
| Publications Secretary | Dr Rosalind Love |
| Treasurer | Dr Bernard Moreton |

10. The meeting considered the membership of the Council. The terms of appointment of Professor Ganz, Dr Thacker, Dr Parkes, Dr Lawrence, Dr DiCenso and Dr Gittos expired at this meeting. All had expressed willingness to serve for a further period, and no other names had been proposed. It was therefore agreed to renew all of the appointments for a further period of three years, to serve until the Annual Meeting of 2020 with the exception of Dr Thacker, who was appointed to serve until 2019.
11. The meeting considered the appointment of an Independent Examiner of the Accounts for 2016. The Treasurer reported that Mr Patrick Clinton had offered to serve in this capacity once again, and the meeting agreed unanimously to accept his kind offer.
12. It was agreed that the one hundred and fifteenth Annual Meeting would be held in Cambridge on Friday 27 April at 2 p.m., also to be followed by a lecture.
13. It was reported that the new website had now been fully developed and has replaced the old website, after a period of being run in parallel with it. Dr Parkes was thanked for co-ordinating this work and for undertaking most of the design and implementation. There being no other business, the meeting closed at 2.28 p.m.

6 Secretary's Report for 2017

Following the successful publication of Calvin Bower's two-volume edition of the *Liber ymnorum* of Notker Balbulus, which was issued to members in January 2017, the members of the Publications Committee have had a further busy year in preparing the large final volume of Nigel Morgan's three-volume edition of *English Monastic Litanies of Saints after 1100* for publication. Professor Morgan's work on this final volume has been very considerable, and the volume is presently being printed, for delivery to members at some point in the next few weeks, offered in return for subscriptions for the years 2013 and 2014. The Society also produced a further volume in the Subsidia series during the year 2017, which may be obtained by members for £42, a 30% reduction on the sale price of £60/\$99. This is a substantial collection of essays on the liturgy of Rome and its wider influence, offered in honour of our member Professor Joseph Dyer, and we are grateful to Dr Daniel DiCenso and Dr Rebecca Maloy for compiling this useful anthology of new research in fields central to the Society's endeavours.

We were grateful to Professor Sarah Hamilton for delivering a well-attended lecture on excommunication formulae following the Annual Meeting in 2017, and are delighted that Dr Tessa Webber has agreed to continue this pattern in 2018 with a lecture on "Liturgical Books and the Medieval Library". The Society has also continued to sponsor the series of seminars on the history of liturgy on Monday evenings at the Institute of Historical Research in the Senate House of the University of London. The programme is posted at <https://www.history.ac.uk/events/seminar/history-liturgy> (with a link from the Society's website) and will be updated periodically. These events, all of which have been free to attend, have attracted new members to the Society and, more importantly, have demonstrated a continuing and expanding interest in medieval liturgy among a wide audience. The Society's renewed and enlarged website, and its new and already flourishing Twitter account, have also served to increase and expand our charitable purposes and our public benefit beyond those benefits which already apply to our members.

In the course of 2017 the Society welcomed eight new members: Mr Christopher Bartley (Liverpool), Professor Barbara Hagg-Huglo (College Park, Maryland), Mr Stephen Jennings (Northampton), Ms Miriam Adan Jones (Amsterdam), Mr Justin Kowalski (Morton Grove, Illinois), Mr Adam Mathias (Cambridge), Dr Bruce Ritchie (Inverness) and the Rev'd Innocent Smith OP (New York). We are sorry to report the deaths of two long-standing members: Patrick McGurk and Ian Doyle.

Nicolas Bell
Hon. General Secretary
10 April 2018

7 Treasurer's report for 2017

The Independently Examined Accounts are set out below in the usual format. A statement of income and expenditure by volume will be available as usual at the Annual Meeting, together with the accounts to date for 2018

There is no entry for repayment of UK income tax in these accounts for 2016-7. A claim was made late in 2016 for the year 2015-16, but that came through in 2017, and that payment appears in the 2017 accounts below. A claim will be made early in 2018 for the year 2016-17, and then another should be made later in the year (if the Treasurer is not again afflicted with forgetfulness) for 2017-18. That (if it it come to pass) will result in a double entry in the 2018 accounts.

In the course of 2016, as reported last year, we opened new bank accounts with CAF (the Charities Aid Foundation), since the Royal Bank of Scotland reclassified our main account as a savings account, and would no longer supply cheque books or paying-in books. It had proved impossible to open a new current account without all signatories visiting the branch together - pretty much an impracticality. There have been ongoing problems with the final transfer of the accounts, not least because a few members or their agents are still paying subscriptions into the old account, but we hope to complete the major transfer of funds in 2018.

Our publishers changed their distribution system in 2016, with an unforeseen consequence of the imposition of warehouse stock charges. The Officers of the Society took the decision to reduce the stock of old and mostly-slow-selling volumes. A warehousing charge appears in the 2017 accounts below; we await receipt from the stock disposal.

Funds were set aside in 2016 for the production of Subsidia 8, and that provision still appears in the accounts. \the reserve was not called on, and it will be reversed out in 2018.

The finances of the Society remain healthy, despite the current low interest rates, and well-prepared to fund the volumes in preparation.

Bernard Moreton
Honorary Treasurer
3 February 2018

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The Henry Bradshaw Society
Statement of Accounts for the year ending 31 December 2017

| | | | |
|------|------|------|------|
| 2016 | 2017 | 2016 | 2017 |
|------|------|------|------|

ACCUMULATED FUND MOVEMENTS

| | | | |
|-------------------------|---|--------------------------------|---------|
| -0.01 Capital Overheads | - | 42.50 Non-Attributable Subs | 3.82 |
| | | 1314.42 General Royalty Income | 3389.54 |
| | | - Income Tax Repayments | 188.67 |
| | | 711.99 Bank Interest | 133.25 |

Vol 121: The Liber Ymnorum of Notker

| | | | |
|-----------------------|---------|-----------------------|----------|
| - Tfr DB to Acc. Fund | 7546.47 | - Tfr CR to Acc. Fund | 10794.55 |
|-----------------------|---------|-----------------------|----------|

Vol 122: The Liber Ymnorum of Notker

| | | | |
|-----------------------|---------|-----------------------|---------|
| - Tfr DB to Acc. Fund | 7439.85 | - Tfr CR to Acc. Fund | 9975.30 |
|-----------------------|---------|-----------------------|---------|

| | | | |
|-------------------------|-----------------|---------------------------|-----------------|
| <u>-0.01 (Subtotal)</u> | <u>14986.32</u> | <u>2068.91 (Subtotal)</u> | <u>24485.13</u> |
|-------------------------|-----------------|---------------------------|-----------------|

| | |
|------------------------|----------|
| 2068.92 Total movement | 9498.81 |
| 67605.32 Acc. Fund b/f | 69674.24 |
| 69674.24 Acc. Fund c/f | 79173.05 |

BALANCE SHEET

VOLUMES IN PROGRESS

Vol 121: The Liber Ymnorum of Notker

| Actual costs | | Revenue | |
|--------------------------------|----------------------------|----------------|---------------------------------|
| 5675.00 | Printing | 5675.00 | 10508.55 Subs 2009-10 |
| | - Distribution | 754.05 | |
| 846.00 | Editing etc 2009-10 | 846.00 | |
| 271.42 | General o/heads 2009-10 | 271.42 | |
| Provisionals | | | |
| 2700.00 | Distribution (prov) | - | |
| Tfr to Accumulated Fund | | | |
| | - Tfr DB to Acc. Fund | -7546.47 | - Tfr CR to Acc. Fund -10794.55 |
| 9492.42 | (Subtotal) | 0.00 | 10508.55 (Subtotal) 0.00 |

Vol 122: The Liber Ymnorum of Notker

| Actual costs | | Revenue | |
|--------------------------------|----------------------------|----------------|--------------------------------|
| 5675.00 | Printing | 5675.00 | 9689.30 Subs 2011-12 |
| | - Distribution | 754.05 | |
| 846.00 | Editing etc 2011-12 | 846.00 | |
| 164.80 | General o/heads 2011-12 | 164.80 | |
| Provisionals | | | |
| 2700.00 | Distribution (prov) | - | |
| Tfr to Accumulated Fund | | | |
| | - Tfr DB to Acc. Fund | -7439.85 | - Tfr CR to Acc. Fund -9975.30 |
| 9385.80 | (Subtotal) | 0.00 | 9689.30 (Subtotal) 0.00 |

WIP NOT YET ASSIGNED

| | | | |
|--------------------------|-------------------|---------------|---|
| Provisionals 2013 | | | |
| 85.68 | O/heads 2013 | 85.68 | 4566.50 Subscriptions 2013 4669.00 |
| Provisionals 2014 | | | |
| 150.31 | O/heads 2014 | 150.31 | 4466.00 Subscriptions 2014 4568.50 |
| Provisionals 2015 | | | |
| 104.44 | O/heads 2015 | 104.44 | 4267.00 Subscriptions 2015 4409.50 |
| Provisionals 2016 | | | |
| 91.16 | O/heads 2016 | 91.16 | 4223.00 Subscriptions 2016 4386.00 |
| Provisionals 2017 | | | |
| - | O/heads 2017 | 260.24 | 2387.00 Subscriptions 2017 4042.70 |
| Provisionals 2018 | | | |
| | | | - Subscriptions 2018 2442.50 |
| <u>431.59</u> | (Subtotal) | <u>691.83</u> | <u>19909.50</u> (Subtotal) <u>24518.20</u> |

ASSETS AND LIABILITIES

| | | | |
|------------------|-------------------------|--------------------|---|
| ASSETS | | LIABILITIES | |
| 141829.68 | Current Bank Accounts | 148422.19 | - Subsidia & Reprint Volumes in Progress 1000.00 |
| - | Debtors | 122.79 | 299.83 Prepaid subs suspense 386.98 |
| | | | 5400.00 WIP accruals -1000.00 |
| | | | Benefactions |
| | | | 45658.07 Martin Burr Legacy 45158.58 |
| <u>161139.49</u> | BALANCE SHEET DB | <u>149236.81</u> | <u>91465.25</u> BALANCE SHEET CR <u>70063.76</u> |

| | | | |
|------------------------------------|--|-----------------|--|
| <u>69674.24</u> NETT ASSETS | | <u>79173.05</u> | <p style="text-align: center;">REPRESENTING</p> <p>67605.32 Acc. Fund b/f 69674.24</p> <p>2068.92 Transfer to Acc. Fund 9498.81</p> <p>69674.24 Acc. Fund c/f 79173.05</p> |
|------------------------------------|--|-----------------|--|

CASH MOVEMENTS

| 2016 | 2017 | 2016 | 2017 |
|------------------------------------|----------------|----------------------------------|----------------|
| 40.93 Postage & telephone | 32.05 | 4807.12 Subscriptions | 5271.67 |
| 40.23 Stationery etc | 38.86 | | |
| 10.00 Bank Charges | 132.95 | 711.99 Bank Interest | 133.25 |
| -0.01 Banking set-up fees | - | - Income Tax | 188.67 |
| | | Repayments | |
| - Benefactions - Expenditure | 499.49 | | |
| 11350.00 Main Series Printing | - | | |
| - Main Series Distribution | 1508.10 | 1314.42 Royalties | 3389.54 |
| - Warehousing | 56.38 | | |
| <u>11441.15 (Subtotal)</u> | <u>2267.83</u> | <u>6833.53 (Subtotal)</u> | <u>8983.13</u> |
| Postings Contra | | Postings contra | |
| 0.01 Accumulated Funds | - | -2068.91 Accumulated Funds | -3715.28 |
| -11350.00 Wip Publication Costs | -1508.10 | -4936.50 Wip Revenue Accounts | -5180.70 |
| -91.16 Wip Overhead Accounts | -260.24 | | |
| - Assets/Liabilities | -499.49 | 171.88 Assets/Liabilities | -87.15 |
| <u>0.00 (Totals)</u> | <u>0.00</u> | <u>0.00 (Totals)</u> | <u>0.00</u> |

Signed on behalf of all the trustees :

| | |
|--|-------------------------|
| <i>(signed)</i> M B Moreton <i>Honorary Treasurer</i> | <i>Date:</i> 2 Feb 2018 |
|--|-------------------------|

Independent examiner's report on the accounts for the period 1 January 2017 to 31 December 2017.

To the Officers of the Henry Bradshaw Society:

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination included a review of the accounting records kept by the Treasurer and a comparison of the banking accounts and either source documents, or copies of same, with those records. The examination also gave consideration as to unusual items or disclosures in the accounts.

My queries and clarifications were resolved by the Treasurer and all evidence provided enabled satisfactory completion of my review and there were no unusual items or disclosures identified.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

I have concluded that the accounts placed before you represent a fair and accurate record of the financial position of the Charity.

| | |
|--|-------------------------|
| <i>(signed)</i> P L Clinton <i>Independent Examiner</i> | <i>Date:</i> 2 Feb 2018 |
|--|-------------------------|

The object of the Society is the advancement of religion and to educate the public in religious knowledge in particular by undertaking liturgical study and research and publishing the useful results thereof; in furtherance of these objects but no further or otherwise:

(a) to print and publish facsimiles documents rare editions and manuscripts and such other works as may be deemed desirable;

(b) to promote lectures and meetings;

(c) to acquire receive and administer any copyrights and rights in the nature of copyrights relating to the foregoing objects.