

Monumental Brass Society

2011



REPORT AND ACCOUNTS

Trustees and advisers

Trustees:	H.M. Stuchfield, J.P., F.S.A., F.R.Hist.S. (<i>President</i>)
	Rev. Fr. J.F.A. Bertram, M.A., F.S.A. (<i>Vice-President</i>)
	P.D. Cockerham, M.A., Ph.D., Vet.M.B., F.S.A., M.R.C.V.S. (<i>Vice-President</i>)
	Prof. N.E. Saul, M.A., D.Phil., F.S.A., F.R.Hist.S. (<i>Vice-President</i>)
	N.J. Rogers, M.A., M.Litt., F.S.A. (<i>Vice-President</i>)
	Ven. D.G. Meara, M.A., F.S.A. (<i>Vice-President</i>)
	C.O. Steer, M.A. (<i>Hon. Secretary</i>)
	H. Guilford, B.Sc., D.Phil. (<i>Hon. Treasurer</i>)
	N.J. Rogers, M.A., M.Litt., F.S.A. (<i>Hon. Editor</i>)
	P.J. Heseltine ¹
	M.J. Ward, B.A.(Hons.) ¹
	J.C. Bayliss, B.A. ²
	Miss P. Walker, B.A.(Hons.) ²
	R.C. Kinsey, M.A., Ph.D. ³
	Ms J. Whitham, B.Ed.(Hons.) ³

Registered address: c/o Society of Antiquaries of London
Burlington House
Piccadilly
London W1J 0BE

Charity number: 214336

Independent examiner: Whittle & Co
Chartered Accountants
Century House South
North Station Road
Colchester
Essex CO1 1RE

Bankers: Barclays Bank PLC
Barclays Business Centre
Holborn and Chancery Lane Branch
147 Holborn
London EC1N 2NU

Santander UK plc
Bridle Road
Bootle
Merseyside GIR 0AA

¹Elected to retire in 2012

²Elected to retire in 2013

³Elected to retire in 2014

Notice of meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Society will be held in the Wren Library at Lincoln Cathedral, Lincoln LN2 1PL on Saturday, 21st July 2012 at 2.00p.m.

A G E N D A

- 2.00p.m.
1. Apologies for absence
 2. Approval of the Minutes of the Annual General Meeting held on 23rd July 2011
 3. Approval of the Trustees' Report
 4. Approval of the Accounts for the year ended 31st December 2011
 5. Election of the Independent Examiner
 6. Election of Officers to serve in accordance with Rule 3 (see Note 1)
 7. Election of members to serve on the Executive Council (see Note 2)
 8. Appointment of Honorary Members (see Note 3)
 9. Any Other Business
- 3.00p.m.
10. Our member, David Lepine will speak on
'A Decent Marble Stone': Piety and Identity in the Monuments of the Late Medieval Clergy of Lincoln Cathedral

21st June 2012

By Order of the Executive Council
Christian Steer
Hon. Secretary

Note 1

The Executive Council propose the following names for office during the coming year:

President:	H.M. Stuchfield, J.P., F.S.A., F.R.Hist.S.
Vice-Presidents:	Rev. Fr. J.F.A. Bertram, M.A., F.S.A. P.D. Cockerham, M.A., Ph.D., Vet.M.B., F.S.A., M.R.C.V.S. Prof. N.E. Saul, M.A., D.Phil., F.S.A., F.R.Hist.S. N.J. Rogers, M.A., M.Litt., F.S.A. Ven. D.G. Meara, M.A., F.S.A. S.G.H. Freeth, B.A., Dip.Arch.Admin., F.S.A.
Hon. Secretary:	C.O. Steer, M.A.
Hon. Treasurer:	Mrs. J.A. Lutkin, M.A., Ph.D.
Hon. Editor:	N.J. Rogers, M.A., M.Litt., F.S.A.

Note 2

The members of the Executive Council retiring by rotation this year are P.J. Heseltine and M.J. Ward, B.A.(Hons.). Two nominations have been received for the two vacancies for election to the Executive Council:

D.A. Chivers, B.A.(Hons.), F.S.A., F.R.G.S., proposed by S.G.H. Freeth, B.A., Dip.Arch.Admin., F.S.A. and seconded by L.A. Smith, F.S.A. Derrick is a Paper Conservator. He has been a member of the Society since 1968 and has served on the Executive Council from 1976 to 1979, 1984 to 1987 and from 2002 to 2005. He is an Adviser on monumental brasses to the London Diocesan Advisory Committee for the Care of Churches. He is the conservator for archives and bound material at the the Society of Antiquaries of London, including the important collection of rubbings. He is a founder member of the Church Monuments Society.

J.L.H. Moor, LL.B.(Hons.), B.A.(Hons.), proposed by H.M. Stuchfield, J.P., F.S.A., F.R.Hist.S. and seconded by C.O. Steer, M.A. Jonathan is a Lawyer. He has been a member of the Society since 1978. He has a general appreciation of monumental brasses with a particular interest in those related to the Yorkist administration and is a regular contributor to the *Bulletin* and *Transactions*. He has a wide ranging interest in churches with a particular emphasis on stained glass and wall paintings.

Note 3

The Executive Council propose Jane Houghton and Robert Oakley for Honorary Membership.

Jane Houghton has been a member of the Society since 1973. She has served as Hon. Local Secretary for the county of Dorset and on the Executive Council from 1982 to 1985, 1989 to 1992 and from 1995 to 2006. In addition, Jane has held office as Hon. Archivist since 1997 during which period she has been actively involved in cataloguing and depositing material at the M.B.S. Malcolm Norris Research Centre at Birmingham University.

Robert Oakley has been a member of the Society since 1962. He has served as Hon. Auditor and subsequently Independent Examiner since 1970 representing an exceptional record of service and dedication.

Trustees' report

The Trustees present their report and accounts for the year ended 31st December 2011. The Trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

The Society was founded in 1887 as the Cambridge University Association of Brass Collectors and renamed as the Monumental Brass Society on 1st January 1894. The Society went into abeyance from 1st December 1914 until its revival on 6th February 1934. It is governed by a Trust Deed dated 1st April 1967 and was registered with the Charity Commission on 27th November 1967. H.M. Revenue & Customs has accepted the Society as a Charity within the definition of section 506(1) of the Income and Corporation Taxes Act 1988, as a result of which the Society's income and gains are not taxable to the extent that they are applicable and applied to charitable purposes.

The affairs of the Society are managed by an Executive Council ("the Trustees") of which all the officers (President, Vice-Presidents, Hon. Secretary, Hon. Treasurer, Hon. Editor) are members in addition to six ordinary members. The latter serve for a period of three years with two such members retiring by rotation each year. No person retiring is eligible for re-election at the same meeting. Nominations to fill vacancies on the Executive Council, duly proposed and seconded by two members of the Society and indicating the willingness of the nominee to stand must reach the Hon. Secretary by not later than 7th June each year. The officers of the Society and members of the Executive Council are elected at the Annual General Meeting. The Trustees have the power to fill vacancies occurring amongst the officers till the next Annual General Meeting and to co-opt such additional members as in their judgement are necessary.

The Trustees normally meet three times each year to consider grant applications and to conduct the business of the Charity.

The Trustees have assessed the major risks to which the Society is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The Society's objects are:

- (a) To endeavour to ensure the better preservation of monumental brasses, indents of lost brasses and incised slabs;
- (b) To promote the study of, and interest in, monumental brasses, indents and incised slabs by the publication of transactions and in any other way possible; and
- (c) To compile with a view to publication a list of all extant brasses, indents and incised slabs, both British and foreign.

The Trustees have paid due regard to the guidance issued by the Charity Commission in deciding what activities the Society should undertake.

Achievements and performance

Members

During the period under review 23 (2010/11: 7) new members were elected and, after taking into account deaths, resignations and lapsed members, the membership stood, as at the date of this report, at 392 (2010/11: 393). The total comprised 4 (2010/11: 4) Honorary members; 339 (2010/11: 340) Ordinary members; 8 (2010/11: 8) Family members; 6 (2010/11: 4) Associate members and 35 (2010/11: 37) Institutional members.

Trustees' report

Achievements and performance (continued)

Personalia

The period under review saw the passing of six members: Runnalls Davies (2007), Richard Denyer (2005), Ray Elliott (1973), Tony Voice (1996), Professor Sir Frederick Warner (1953) and Simon Walton (1971).

Meetings

Three General Meetings of the Society were held.

The first was held at the Royal Foundation of St. Katharine on 8th October 2011 where our member, Susan Macklin (grand-daughter of Rev. Herbert Macklin, President of the Society from 1903-14) spoke on *Chalchotriptic Expeditions: The Life and Diary of H.W. Macklin*.

The second was held by special arrangement at the Sir John Soane Museum on 14th January 2012. Following a welcome by the President an introductory talk was given by Jerzy Kierkuc-Bielinski, Exhibitions Curator. William Lack proceeded to reveal that the brass, comprising a group of sons (dated c.1520) in the possession of the Museum, originated from Wimpole, Cambridgeshire and was probably acquired by Soane when working on the adjacent Hall in 1791-3. Our members, Stephen Freeth and Sophie Oosterwijk also spoke on *Brasses in Museums* and *Children on Brasses and Monuments* respectively.

The third General meeting was held by special arrangement at South Mimms church on 31st March 2012. Following a welcome by the President our member Jessica Freeman spoke on *The Frowyk Family of Middlesex and London*. Nick Holder, Jon Bayliss and Derrick Chivers also spoke on *Henry Frowyk's Foundation Stone at the Guildhall Chapel, London*; *Commemoration of the Frowyks at South Mimms*; and *The Brasses of South Mimms* respectively.

The Annual General Meeting was held in the redundant church dedicated to All Saints at East Horndon, Essex, on 23rd July 2011. Following the formal business our members, Chris Starr, Rachel Canty and David Lillistone spoke on *The fight to save All Saints and the loss of the Tyrell family Brasses*; *The Incised Slab commemorating Lady Alice Tyrell, 1422*; and *The Indent and Brass commemorating the Tyrells of Gipping at Stowmarket, Suffolk* respectively.

Conference

A Conference was held from 2nd to 4th September 2011 at Manchester. After dinner and a welcome by the President, *An Introduction to Manchester and South Lancashire* was provided by Matthew Hyde (joint-author of Lancashire: Manchester and the South-East and Cheshire, part of the *Pevsner Architectural Guides: Buildings of England* series).

On the Saturday an excursion was organised and led by our members, Patrick Farman and Peter Hacker. The morning session was occupied with a visit to Wilmslow church and Manchester Cathedral. After lunch the churches at Rochdale and Middleton were visited. A sherry reception and the Conference Dinner took place in the evening.

On the Sunday morning our member, Jon Bayliss spoke on *The Brass of Major-General Ralph Assheton in a wide monumental context*. Our member, Jonathan Ali also spoke on *Lancashire a late blooming county for monumental brasses*. After coffee, our member, Jonathan Moor spoke on "*With apologies to M.R. James*": *the story of a disappearance and a reappearance*. Jerome Bertram concluded the session with "*False Ancestors*": *Inscriptions on brasses purporting to be earlier than the date of engraving*. After lunch Penny Hebgin-Barnes spoke on "*If my name be set in the window*": *early memorial glazing in Cheshire and Lancashire*. The Members' Forum which followed enabled members to contribute.

Trustees' report

Achievements and performance (continued)

Publications

The period under review produced two further issues of the *Transactions* for the years 2010 and 2011 (Volume XVIII, Parts 2 and 3) under the editorship of Nicholas Rogers.

The Hon. Bulletin Editor, William Lack, was responsible for three issues of the *Bulletin* (118, 119 and 120).

Website

The website continued under the management of the Hon. Internet Publicity Officer, Jon Bayliss, and can be accessed at www.mbs-brasses.co.uk.

Fund Raising

The Society's bookstall continued to be operated by our member, Janet Whitham, under the title Aspiring Church Books. Lists of available stock are obtainable at aspiringchurchbooks@hotmail.com.

Conservation

In the matter of conservation of brasses the Society has made the following grants:

Essex, Bocking: £125 towards the conservation of two monumental brasses (LSW.XII and XV);

Essex, Laindon: £150.00 towards the conservation of two monumental brasses (LSW.I and II);

Kent, Luddesdowne: £200 towards the conservation of the monumental brass commemorating a man in armour, engraved c.1450, (M.S.I.); and

Norfolk, Tibbenham: £200.00 towards the conservation of three monumental brasses (M.S.I, II and II);

Sussex, Claydon: £250.00 towards the conservation of the monumental brass commemorating Richard Iton, 1523, (M.S.II.); and

Wiltshire, Tilshead: £75 towards the conservation of the monumental brass commemorating John Parham 1875, aged 81; also son, George Parham, 1870, aged 51; and Foundation of John Parham's Charity; and

Yorkshire (W.R.), Ripon: £125.00 towards the conservation of the monumental brass commemorating [Robert Dawson, 1603], (M.S.I).

The Society also granted the sum of £1,000.00 towards the costs of an investigation into the technical and analytical background to monumental brasses which will be undertaken at the Research Laboratory for Archaeology and the History of Art at the University of Oxford.

Financial review

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005. It is the policy of the Society that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Society's current activities while consideration is given to ways in which additional funds may be raised.

This level of reserves has been maintained throughout the year.

On behalf of the Executive Council
Martin Stuchfield
President

19th May 2012

Trustees' responsibilities statement

The Charity's Trustees are responsible for preparing a receipts and payments account and a statement of assets and liabilities for each financial year that properly present the Charity's receipts and payments during the year and its assets and liabilities at the end of the year. In preparing those statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which enable them to ensure that the receipts and payments account and statement of assets and liabilities comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of financial activities

for the year ended 31st December 2011

	Notes	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Incoming resources					
Incoming resources from generated funds:					
Subscription and voluntary income	2	8,101	1,500	9,601	12,975
Investment income	3	471	34	505	498
		<u>8,572</u>	<u>1,534</u>	<u>10,106</u>	<u>13,473</u>
Incoming resources from charitable activities	4	1,254	121	1,375	1,682
Other incoming resources	5	—	—	—	2,418
		<u>9,826</u>	<u>1,655</u>	<u>11,481</u>	<u>17,573</u>
Total incoming resources					
Resources expended					
Costs of generating funds:					
Publications		13,351	—	13,351	13,661
Net incoming resources available					
		<u>(3,525)</u>	<u>1,655</u>	<u>(1,870)</u>	<u>3,912</u>
Charitable activities					
Grants		—	2,325	2,325	(190)
Governance costs		2,533	—	2,533	2,505
		<u>15,884</u>	<u>2,325</u>	<u>18,209</u>	<u>15,976</u>
Total resources expended					
Net (outgoing)/incoming resources					
		<u>(6,058)</u>	<u>(670)</u>	<u>(6,728)</u>	<u>1,597</u>
Other recognised gains and losses					
(Losses)/gains on investment assets		(364)	—	(364)	471
Net movement in funds					
		<u>(6,422)</u>	<u>(670)</u>	<u>(7,092)</u>	<u>2,068</u>
Fund balances at 1st January 2011					
		<u>30,048</u>	<u>20,944</u>	<u>50,992</u>	<u>48,924</u>
Fund balances at 31st December 2011					
		<u>23,626</u>	<u>20,274</u>	<u>43,900</u>	<u>50,992</u>

Balance sheet

as at 31st December 2011

	Notes	2011 £	2010 £
Current assets			
Investments		6,541	6,905
Cash at bank and in hand		40,209	45,387
		<u>46,750</u>	<u>52,292</u>
Creditors: amounts falling due within one year	10	(2,850)	(1,300)
Total assets less current liabilities		<u>43,900</u>	<u>50,992</u>
Income funds			
Restricted funds	11	20,274	20,944
Unrestricted funds:			
Unrestricted income funds		17,983	24,041
Revaluation reserve		5,643	6,007
		<u>23,626</u>	<u>30,048</u>
		<u>43,900</u>	<u>50,992</u>

Note: No value has been placed on the Society's archives, library and publications stock.

These accounts were approved by the Trustees on 19th May 2012

Signed on their behalf by:

Martin Stuchfield
President

Hugh Guilford
Hon. Treasurer

Notes to the accounts

for the year ended 31st December 2011

1. Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention modified to include the revaluation of certain fixed assets.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants are recognised as incoming resources when receivable.

Membership subscriptions are recognised as incoming resources when received.

1.3 Resources expended

These are recognised in the period in which they are incurred. Resources expended include VAT which cannot be recovered. Governance comprises costs for the running of the charity itself as an organisation.

1.4 Investments

Current asset investments are stated at market value.

1.5 Foreign currency translation

Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the transaction.

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. All differences are included in net outgoing resources.

2. Subscription and voluntary income

	Unrestricted funds	Restricted funds	Total 2011	Total 2010
	£	£	£	£
Membership subscriptions	8,101	—	8,101	7,779
Donations and gifts	—	—	—	106
Legacies	—	1,500	1,500	5,090
	<u>8,101</u>	<u>1,500</u>	<u>9,601</u>	<u>12,975</u>

Notes to the accounts

for the year ended 31st December 2011

3. Investment income

	Unrestricted funds	Restricted funds	Total 2011	Total 2010
	£	£	£	£
Income from U.K. listed investments	346	—	346	—
Interest receivable	125	34	159	498
	<u>471</u>	<u>34</u>	<u>505</u>	<u>498</u>

4. Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	Total 2011	Total 2010
	£	£	£	£
Book sales and royalties	23	121	144	855
Excursions and Study Days	831	—	831	827
Grants receivable	400	—	400	—
	<u>1,254</u>	<u>121</u>	<u>1,375</u>	<u>1,682</u>

5. Other incoming resources

	Total 2011	Total 2010
	£	£
Other income	—	2,418
	<u>—</u>	<u>2,418</u>

6. Total resources expended

	Other costs	Grant funding	Total 2011	Total 2010
	£	£	£	£
Costs of generating funds:				
Publications	13,351	—	13,351	13,661
Charitable activities:				
Grant funding of activities	—	2,325	2,325	(190)
Governance costs	2,533	—	2,533	2,505
	<u>15,884</u>	<u>2,325</u>	<u>18,209</u>	<u>15,976</u>

Governance costs includes amounts payable to the independent examiners of £600 (2010: £nil).

Notes to the accounts

for the year ended 31st December 2011

7. Grants payable

	Total 2011	Total 2010
	£	£
Grants	<u>2,325</u>	<u>190</u>
Reconciliation of grants payable:		
Commitments made in the year	1,625	(190)
Grants paid during the year	(1,375)	1,490
Commitments at 1st January 2011	<u>2,000</u>	—
Commitments at 31st December 2011	<u>2,250</u>	<u>1,300</u>

Applicant parish		Unpaid at 1st January 2011	Made in 2011	Paid in 2011	Not required	Unpaid at 31st December 2011
		£	£	£	£	£
Suffolk, Denham	(06)	125.00				125.00
Suffolk, Ipswich (St. Lawrence)	(08)	1,000.00		1,000.00		
Yorks., Lowthorpe	(09)	250.00				250.00
Yorks., Owston	(09)	125.00		125.00		
Yorks., Nun Monkton	(10)	250.00				250.00
Yorks., Sessay	(10)	250.00		250.00		
Essex, Laindon	(11)		150.00			150.00
Hunts., Somersham	(11)		100.00			100.00
Lancs., Halsall	(11)		125.00			125.00
Middx., Hillingdon	(11)		175.00			175.00
Norfolk, Horning	(11)		125.00			125.00
Norfolk, Stokesby	(11)		250.00			250.00
Norfolk, Tibenham	(11)		200.00			200.00
Suffolk, Orford	(11)		250.00			250.00
Sussex, Clayton	(11)		250.00			250.00
		<u>2,000.00</u>	<u>1,625.00</u>	<u>1,375.00</u>	—	<u>2,250.00</u>

Notes to the accounts

for the year ended 31st December 2011

8. Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year. Trustees are re-imbursed for travel costs incurred and claimed when attending meetings of the Charity.

9. Employees

There were no employees during the year.

10. Creditors: amounts falling due within one year

	Total 2011	Total 2010
	£	£
Grants payable	2,250	1,300
Accruals	600	—
	<u>2,850</u>	<u>1,300</u>

11. Restricted funds

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:.

	1st January 2011	Movement in funds		Balance at 31st December 2011
	£	Incoming resources £	Resources expended £	£
Conservation Fund	<u>20,944</u>	<u>1,655</u>	<u>(2,325)</u>	<u>20,274</u>

Notes to the accounts

for the year ended 31st December 2011

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31st December 2011 are represented by:			
Current assets	26,476	20,274	46,750
Creditors: amounts falling due within one year	(2,850)	—	(2,850)
	<u>23,626</u>	<u>20,274</u>	<u>43,900</u>
Unrealised gains included above:			
Investments	5,643	—	5,643
	<u>5,643</u>	<u>—</u>	<u>5,643</u>
Reconciliation of movements in unrealised gains:			
Unrealised gains at 1st January 2011	6,007	—	6,007
Net gains on revaluations in year	(364)	—	(364)
Unrealised gains at 31st December 2011	<u>5,643</u>	<u>—</u>	<u>5,643</u>

Independent examiner's report

To the Trustees of the Monumental Brass Society

I report on the accounts of the Society for the year ended 31st December 2011 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act; have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rachel Skells, B.A., F.C.A.
Whittle & Co.
Chartered Accountants
Century House South
North Station Road
Colchester
Essex CO1 1RE

19th May 2012

