

Monumental Brass Society

2021



REPORT AND ACCOUNTS

Trustees and advisers

Trustees:

H.M. Stuchfield, M.B.E., J.P., D.L., F.S.A., F.R.Hist.S. (*President*)
 P.D. Cockerham, M.A., Ph.D., Vet.M.B., F.S.A., M.R.C.V.S. (*Vice-President*)
 Prof. N.E. Saul, M.A., D.Phil., F.S.A. (*Vice-President*)
 N.J. Rogers, M.A., M.Litt., F.S.A. (*Vice-President*)
 Ven. D.G. Meara, M.A., F.S.A. (*Vice-President*)
 S.G.H. Freeth, B.A., Dip.Arch.Admin., F.S.A. (*Vice-President*)
 Miss P. Williams, B.A.(Hons.) (*Hon. Secretary*)
 R.C. Kinsey, M.A., Ph.D., F.S.A. (*Hon. Treasurer*)
 D.N. Lepine, B.A., Ph.D., F.S.A., F.R.Hist.S. (*Hon. Editor*)
 J.C. Bayliss, B.A., F.S.A.¹
 Mrs. C.A. Metcalfe, M.A.¹
 D.A. Chivers, B.A.(Hons.), F.S.A.²
 Mrs. C. Hudson, B.A.(Hons.), M.A.²
 Dr. R.J. Fitchett, B.Mus., M.Mus.(Ethnomusicology), Ed.D.³
 J.E. Titterton, B.Sc.(Eng), M.A., F.S.A., A.C.G.I.³

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

Charity number: 214336

Independent examiner: P.C. Larsen, F.C.I.I.
 4 Abbots Walk
 Lechlade
 Gloucestershire GL7 3DB

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 2022

²Elected to retire in 2023

³Elected to retire in 2024

Notice of meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Society will be held in the Parish Rooms (located in the churchyard on the north side of the church dedicated to St. Mary the Virgin) at Church Path, Saffron Walden, Essex CB10 1JP on Saturday, 16th July 2022 at 11.00a.m.

A G E N D A

- 11.00a.m.
1. Apologies for absence
 2. Approval of the Minutes of the Annual General Meeting held on 10th July 2021
 3. Approval of the Trustees' Report
 4. Approval of the Accounts for the year ended 31st December 2021
 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. Any Other Business

17th June 2022

By Order of the Executive Council
Penny Williams
Hon. Secretary

Note 1

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

President:	Ven. D.G. Meara, M.A., F.S.A.
Vice-Presidents:	Prof. N.E. Saul, M.A., D.Phil., F.S.A. H.M. Stuchfield, M.B.E., J.P., D.L., F.S.A., F.R.Hist.S. N.J. Rogers, M.A., M.Litt., F.S.A. S.G.H. Freeth, B.A., Dip.Arch.Admin., F.S.A.
Hon. Secretary:	Miss P. Williams, B.A.(Hons.)
Hon. Treasurer:	R.C. Kinsey, M.A., Ph.D., F.S.A.
Hon. Editor:	D.N. Lepine, B.A., Ph.D., F.S.A., F.R.Hist.S.

Note 2

The members of the Executive Council retiring by rotation this year are J.C. Bayliss, B.A., F.S.A. and Mrs. C.A. Metcalfe, M.A. One nomination has been received for the two vacancies for election to the Executive Council:

J.S. Lee, B.A.(Hons.), M.A., Ph.D., proposed by R.C. Kinsey, M.A., Ph.D., F.S.A. and seconded by Mrs. C.A. Metcalfe, M.A. John is a Local Government Officer. He has been a member of the Society since 2013 and served on the Executive Council from 2018 to 2021. He has a general appreciation of monumental brasses and has contributed papers concerning merchant commemoration in late medieval Newark and the Tame family brasses in Fairford church, Gloucestershire to the 2017 and 2021 issues of the *Transactions* respectively. He is primarily interested in researching the medieval economic and social history of England and is a Research Associate of the Centre for Medieval Studies at the University of York. He also teaches medieval and local history at the university's Centre for Lifelong Learning.

Trustees' report 2021/22

The Trustees present their report and accounts for the year ended 31st December 2021. 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.

General Data Protection Regulations

The General Data Protection Regulations (G.D.P.R.) took effect from 25th May 2018. G.D.P.R. applies to 'personal data' meaning any information relating to an identifiable person. It places specific legal obligations on processors of personal data. There must be a valid lawful basis in order to process personal data. The Society's lawful basis is 'legitimate interests'. This basis is most appropriate where people's data is used in ways they would reasonably expect and which have a minimal privacy impact. The Society's Privacy Notice explains 'legitimate interests' and confirms that personal information will be used only to provide members with our publications, and any other information relating to our services.

Trustees' report 2021/22

Achievements and performance

Members

During the period under review 7 (2020/21: 10) 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 345 (2020/21: 369). The total comprised 4 (2020/21: 5) Honorary members; 295 (2020/21: 317) Ordinary members; 11 (2020/21: 11) Family members; 13 (2020/21: 14) Associate members; and 22 (2020/21: 22) Institutional members.

Personalia

The period under review saw the passing of twelve members:

Leslie Smith (1941-2022) of Bilting, Kent, who was elected an Honorary Member of the Society in 2009 and passed away on 29th May 2022. Les had been a member of the Society since 1968 and had served on the Executive Council from 1979 to 1982, 1983 to 1986 and from 1987 to 2009. He succeeded Richard Knowles, F.S.A. as Hon. Bulletin Editor in 1987 with *Bulletin* 47 (February 1988) the first to appear under his editorship. Mr Smith was responsible for a total of sixty-five issues during which period many significant advances and improvements had been implemented at his instigation.

The other members who have passed away are: Christopher Bangs (1994), John Dean (1969), Maureen (Molly) Draffin (1975), Rhoda Goldberg (1980), Roger Joy (2002), Joan Lystad (1976), Veronica Robson (1972), Katherine Walker (1963), Jennifer Ward (2013), Sheila Wilson (1966) and Graham Wood (1972).

It is with deep regret that we report that Valerie Stuchfield, wife of the President, passed away on 6th March 2022.

Meetings

Due to the ongoing Covid-19 pandemic it became necessary to hold two General Meetings of the Society virtually via video-conferencing. The Society is most grateful to our member Challe Hudson for kindly taking responsibility for the technical arrangements.

The first was held on 11th September 2021 when our senior Vice-President, Paul Cockerham spoke on *Gothic splendour at the abbey of Villeneuve: Renaissance opulence at La Chapelle-Rainsouin*.

The second was held on 19th February 2022. The speakers for the afternoon were Paul Cockerham who spoke on *The incised effigial slabs of the Chalons-en-Champagne workshops* followed by our Hon. Editor, David Lepine who spoke on the brass commemorating *William Kestevene (d.1361) at North Mymms, Hertfordshire*.

Thankfully the Covid-19 restrictions were lifted enabling a third General Meeting to be held physically on 2nd April 2022 at Stamford, Lincolnshire. The morning was occupied with a visit and guided tour of Browne's Hospital or Bedehouse founded by William Browne, a rich wool merchant of Stamford, in 1475. The afternoon meeting was held, by special arrangement, in All Saints' church. Proceedings were opened with a welcome by our Vice-President, David Meara followed by our member John Lee who spoke on *Lincolnshire Wool merchants and their brasses*. Our member Jon Bayliss spoke on *Fenland brasses* prior to tea. Finally, David Lepine read a paper prepared by Prof. Alan Rogers (who sadly passed away on 5th April 2022) on *Sites of burial in late medieval Stamford*. The meeting was organised by our Hon. Assistant Secretary, Caroline Metcalfe assisted by Jon Bayliss and John Lee.

The Annual General Meeting was held via Zoom video-conferencing on the afternoon of 10th July 2021. Following the formal business our Hon. Editor, David Lepine spoke on *The brass commemorating William Thornbury at Faversham, Kent* followed by our member Matthew Sillence who spoke on *The Norfolk Antiquaries*.

Trustees' report 2021/22

Publications

The period under review produced one further issue of the *Transactions* for 2021 (Volume XXII) under the editorship of David Lepine.

The President was responsible for three issues of the *Bulletin* (147, 148 and 149).

Website

The Society's website can be accessed at www.mbs-brasses.co.uk. The Society is enormously indebted to our member Jon Bayliss, who continues to contribute articles and populate the *Portfolio of Brasses* section by migrating over the historic contents of *Brass of the Month* from the old website.

Conservation

The Society awarded the following grants:

For the financial period from 16th May to 31st December 2021:

Hertfordshire, Sawbridgeworth: £288 towards the conservation of two monumental brasses (LSW.V and XII).

For the financial period from 1st January to 15th May 2022:

Essex, Borley: £250 towards the conservation of the monumental brass commemorating John, 3rd son of Thomas Derhame of West Derham, Norfolk, esq., 1601, aged 67 (LSW.I).

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
Penny Williams
Hon. Secretary

29th May 2022

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Society and of the incoming resources and application of resources of the Society for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; 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 sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Society and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. 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 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Incoming resources					
Incoming resources from generated funds:					
Subscription and voluntary income	2	9,674	—	9,674	40,162
Investment income	3	5	1,104	1,109	586
		<u>9,679</u>	<u>1,104</u>	<u>10,783</u>	<u>40,748</u>
Incoming resources from charitable activities	4	35	—	35	983
Total incoming resources		<u>9,714</u>	<u>1,104</u>	<u>10,818</u>	<u>41,731</u>
Resources expended					
Costs of generating funds:					
Publications	5	6,589	—	6,589	6,956
Net incoming resources available		<u>3,125</u>	<u>1,104</u>	<u>4,229</u>	<u>34,775</u>
Charitable activities					
Governance costs	5	596	—	596	797
Grants	6	—	1,038	1,038	1,250
Total resources expended		<u>7,185</u>	<u>1,038</u>	<u>8,223</u>	<u>9,003</u>
Net incoming resources		<u>2,529</u>	<u>66</u>	<u>2,595</u>	<u>32,728</u>
Other recognised gains and losses					
Gain/(reduction) on investment assets		551	2,188	2,739	493
Net movement in funds		<u>3,080</u>	<u>2,254</u>	<u>5,334</u>	<u>33,221</u>
Fund balances at 1st January 2021		<u>47,317</u>	<u>56,615</u>	<u>103,932</u>	<u>70,711</u>
Fund balances at 31st December 2021		<u>50,397</u>	<u>58,869</u>	<u>109,266</u>	<u>103,932</u>

Balance sheet

as at 31st December 2021

	Notes	2021		2020	
		£	£	£	£
Current assets					
Investments	9	23,214		20,475	
Cash at bank and in hand		<u>87,667</u>		<u>84,909</u>	
			110,881		105,384
Creditors: amounts falling due within one year	10	(1,615)		(1,586)	
Debtors	10	<u>—</u>		<u>134</u>	
			<u>(1,615)</u>		<u>(1,452)</u>
Total assets less current liabilities			<u>109,266</u>		<u>103,932</u>
Income funds					
Restricted funds:					
Restricted income funds	11	55,324		55,258	
Revaluation reserve	11	<u>3,545</u>		<u>1,357</u>	
			58,869		56,615
Unrestricted funds:					
Unrestricted income funds		46,626		44,097	
Revaluation reserve	12	<u>3,771</u>		<u>3,220</u>	
			50,397		47,317
			<u>109,266</u>		<u>103,932</u>

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

These accounts were approved by the Trustees on 14th May 2022

Signed on their behalf by:

Martin Stuchfield
President

Robert Kinsey
Hon. Treasurer

Notes to the accounts

for the year ended 31st December 2021

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 V.A.T. 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.

Notes to the accounts

for the year ended 31st December 2021

2. Subscription and voluntary income

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Membership subscriptions	9,530	—	9,530	8,598
Income Tax refund	—	—	—	4,314
Donations	144	—	144	27,250
	<u>9,674</u>	<u>—</u>	<u>9,674</u>	<u>40,162</u>

3. Investment income

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Income from U.K. listed investments	—	1,104	1,104	537
Interest receivable	5	—	5	49
	<u>5</u>	<u>1,104</u>	<u>1,109</u>	<u>586</u>

4. Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Book sales	35	—	35	183
Grants receivable (<i>Transactions</i>)	—	—	—	800
	<u>35</u>	<u>—</u>	<u>35</u>	<u>983</u>

Notes to the accounts

for the year ended 31st December 2021

5. Total resources expended

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Costs of generating funds:				
Publications				
Bulletins (3 issues)	1,275	—	1,275	1,350
Transactions 2020	—	—	—	4,076
Transactions 2021	3,803	—	3,803	—
Postage	1,511	—	1,511	1,530
	<u>6,589</u>	<u>—</u>	<u>6,589</u>	<u>6,956</u>
Charitable activities:				
Grant funding of activities	—	1,038	1,038	1,250
	<u>—</u>	<u>1,038</u>	<u>1,038</u>	<u>1,250</u>
Governance costs				
Insurance	75	—	75	75
Meetings	—	—	—	182
Postage and stationery	130	—	130	23
Subscription (Council for British Archaeology)	67	—	67	67
Travel costs	—	—	—	125
Website fees	324	—	324	325
	<u>596</u>	<u>—</u>	<u>596</u>	<u>797</u>
Total resources expended	<u>7,185</u>	<u>1,038</u>	<u>8,223</u>	<u>9,003</u>

Notes to the accounts

for the year ended 31st December 2021

6. Grants payable

	Total 2021	Total 2020
	£	£
Grants	1,038	1,250
Reconciliation of grants payable:		
Commitments made in the year	1,038	1,250
Grants paid during the year	(950)	(1,010)
Commitments at 1st January 2021	1,500	1,260
Commitments at 31st December 2021	1,588	1,500

Applicant parish		Unpaid at		Paid in	Not required	Unpaid at	
		1st January 2021	Made in 2021			31st December 2021	
		£	£	£	£	£	£
Essex, Great Bromley	(19)	250.00		250.00		—	
Hertfordshire, South Mimms	(20)	450.00		450.00		—	
Norfolk, Cantley	(20)	250.00				250.00	
Norfolk, Reedham	(20)	250.00				250.00	
Oxfordshire, Dorchester	(20)	150.00				150.00	
Suffolk, Badwell Ash	(20)	150.00				150.00	
Hertfordshire, Sawbridgeworth	(21)		288.00			288.00	
Lancashire, Halsall	(21)		250.00	250.00		—	
Oxfordshire, Nuffield	(21)		500.00			500.00	
		1,500.00	1,038.00	950.00	—	1,588.00	

Notes to the accounts

for the year ended 31st December 2021

7. 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.

8. Employees

There were no employees during the year.

9. Analysis of investments

	Unrestricted funds	*Restricted funds	Total
	£	£	£
Value as at 1st January 2021	4,118	16,357	20,475
Investment income	222	882	1,104
Unrealised investment gains/(reduction) in year	551	2,188	2,739
Less dividend distributions	(222)	(882)	(1,104)
Value as at 31st December 2021	<u>4,669</u>	<u>18,545</u>	<u>23,214</u>
Unrealised gains at 31st December 2021 included above	<u>3,771</u>	<u>3,545</u>	<u>7,316</u>

*Conservation Fund.

10. Creditors: amounts falling due within one year

	Total 2021	Total 2020
	£	£
Grants payable	1,588	1,500
Accruals	27	86
	<u>1,615</u>	<u>1,586</u>
Debtors	<u>—</u>	<u>134</u>

Notes to the accounts

for the year ended 31st December 2021

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 2021	Incoming resources	Resources expended	Movement in funds Unrealised gain/ (reduction) on investment assets	Balance at 31st December 2021
	£	£	£	£	£
Conservation Fund	47,982	1,104	(1,038)	2,188	50,236
Jonathan Ali Essay Prize Fund	8,633	—	—	—	8,633
	<u>56,615</u>	<u>1,104</u>	<u>(1,038)</u>	<u>2,188</u>	<u>58,869</u>

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31st December 2021 are represented by:			
Current assets	50,424	60,457	110,881
Creditors: amounts falling due within one year	(27)	(1,588)	(1,615)
	<u>50,397</u>	<u>58,869</u>	<u>109,266</u>
Unrealised gains included above:			
Investments	3,771	3,545	7,316
	<u>3,771</u>	<u>3,545</u>	<u>7,316</u>
Reconciliation of movements in unrealised gains:			
Unrealised gains at 1st January 2021	3,220	1,357	4,577
Net gains/(reduction) on revaluations in year	551	2,188	2,739
Unrealised gains at 31st December 2021	<u>3,771</u>	<u>3,545</u>	<u>7,316</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 2021 which are set out on pages 8 to 15.

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.

10th June 2022

Paul C. Larsen, F.C.I.I.
Independent Examiner

Cover:

Monumental brass commemorating a civilian in gown with book,
engraved c.1530, Saffron Walden (LSW.IX).

Photo: ©Martin Stuchfield