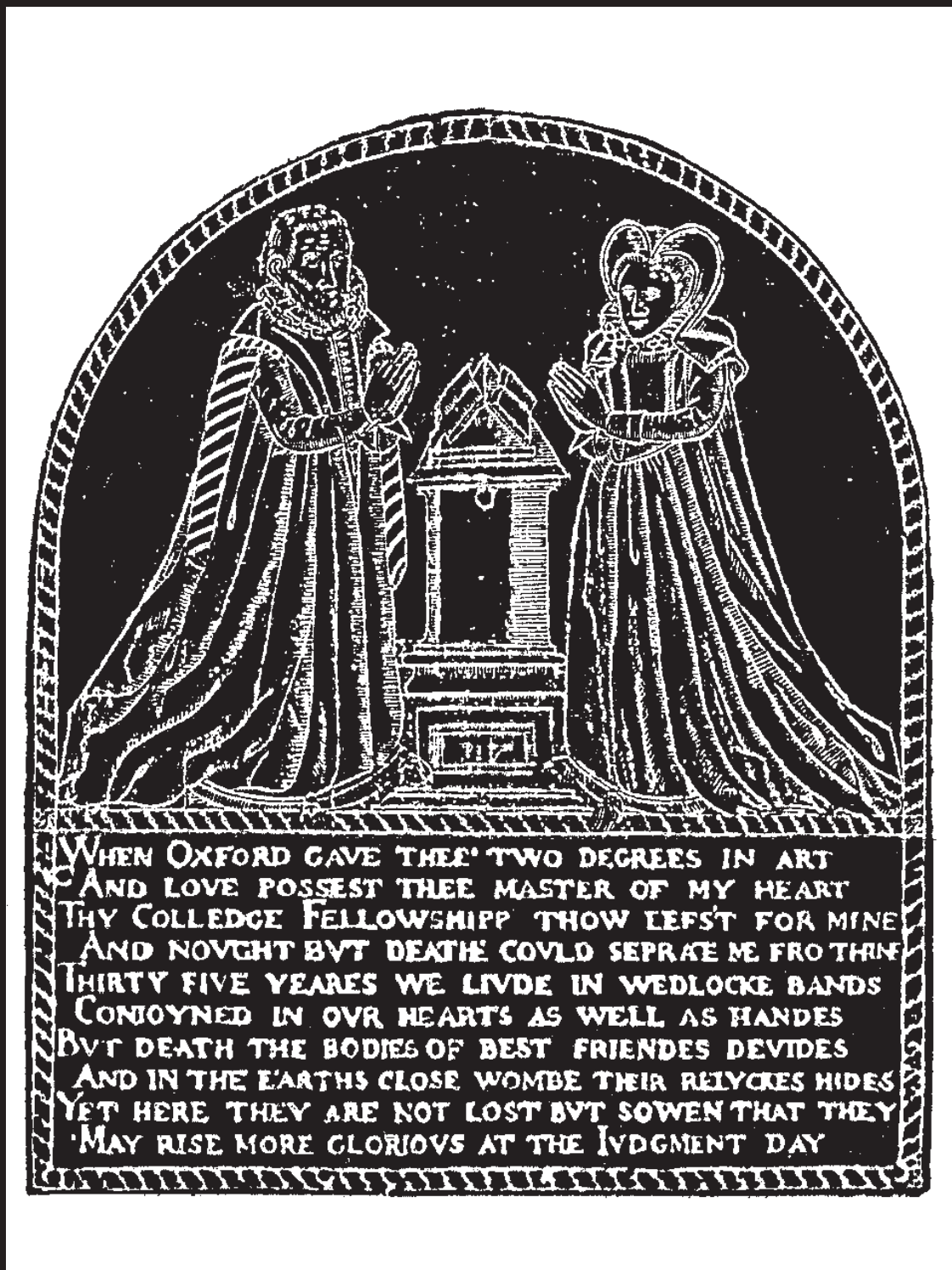


Monumental Brass Society

2013



REPORT AND ACCOUNTS

Trustees and advisers

Trustees:

H.M. Stuchfield, J.P., F.S.A., F.R.Hist.S. (*President*)
 Rev. Fr. J.F.A. Bertram, M.A., F.S.A. (*Vice-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., F.R.Hist.S. (*Vice-President*)
 N.J. Rogers, M.A., M.Litt., F.S.A. (*Vice-President and Hon. Editor*)
 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*)
 C.O. Steer, M.A., Ph.D. (*Hon. Secretary*)
 Mrs. J.A. Lutkin, M.A., Ph.D. (*Hon. Treasurer*)
 Ms J. Whitham, B.Ed.(Hons.)¹
 D.A. Chivers, B.A.(Hons.), F.S.A., F.R.G.S.²
 J.L.H. Moor, LL.B.(Hons.), B.A.(Hons.)²
 S.J.Z. Ali, B.A.³
 Dr. J.E. McQueen, B.Sc., B.A., M.B., B.S.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 2014

²Elected to retire in 2015

³Elected to retire in 2016

Notice of meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Society will be held in the church dedicated to St. Michael, High Street, Bray, Berkshire SL6 2AB on Saturday, 5th July 2014 at 2.30p.m.

A G E N D A

- 2.30p.m.
1. Apologies for absence
 2. Approval of the Minutes of the Annual General Meeting held on 13th July 2013
 3. Approval of the Trustees' Report
 4. Approval of the Accounts for the year ended 31st December 2013
 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
- 3.30p.m.
9. Our member, Brian Kemp will speak on
The Brasses and Monuments of Bray Church

6th June 2014

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., Ph.D.
Hon. Treasurer:	R.C. Kinsey, 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 R.C. Kinsey, M.A., Ph.D. and Ms J. Whitham, B.Ed. (Hons.). Two nominations have been received for the two vacancies for election to the Executive Council:

J.K. Barker, M.A., proposed by S.J. Gibbs, M.A. and seconded by S.J.Z. Ali, B.A. Jessica is a studying for a Ph.D. She has been an associate member of the Society since 2013. She is interested in the wider social history of commemoration, especially the correlation between art and death and organised a workshop series on this theme which was held at the Courtauld Institute in 2012-3. For her Ph.D. thesis she is researching 'Joint Memorials in late Medieval England'.

D.N. Lepine, B.A., Ph.D., F.R.Hist.S., proposed by Prof. N.E. Saul, M.A., D.Phil., F.S.A., F.R.Hist.S. and seconded by C.O. Steer, M.A., Ph.D. David is a teacher. He has been a member of the Society since 2012. He has a general appreciation of monumental brasses with a particular interest in late medieval (1300-1540) cultural, religious and social history focusing on cathedrals (as buildings and institutions) and clergy (especially higher clergy).

Trustees' report

The Trustees present their report and accounts for the year ended 31st December 2013. 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 28 (2012/13: 37) 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 415 (2012/13: 404). The total comprised 6 (2012/13: 6) Honorary members; 356 (2012/13: 348) Ordinary members; 10 (2012/13: 10) Family members; 10 (2012/13: 6) Associate members and 33 (2012/13: 34) Institutional members.

Trustees' report

Achievements and performance (continued)

Personalia

The period under review saw the passing of three members: Brian Burton (2004), Peter Heseltine (1969) and Robert Lloyd (1971).

Meetings

Three General Meetings of the Society were held.

The first was held in the Wren Suite at St. Paul's Cathedral (by courtesy of the Dean and Chapter) on 16th November 2013. Our Vice-President, David Meara and Lida Lopes Cardozo Kindersley of the Cardozo Kindersley Workshop in Cambridge discussed the making of modern intra-mural memorials drawing upon the work published in *Remembered Lives: personal memorials in churches*. A tour of the crypt followed.

The second General meeting was held by special arrangement at The Temple Church on 22nd February 2014. Following a welcome by the President an introductory talk on *The Temple Church of London in the Middle Ages* was provided by Robin Griffith-Jones, Master of the Temple. Our member, Philip Lankester spoke on *The Medieval Military Effigies and Cross Slabs: some new evidence* followed by our member, David Harte who contributed a presentation on *The Men of the Inner Temple and their Brasses*.

The third General meeting was held by special arrangement at Hillingdon church on 12th April 2014. Following a welcome by the President an introductory talk entitled *St. John's across the Centuries* was provided by Ken Pearce, Chairman of Uxbridge Local History Society. Our member, Derrick Chivers spoke on *The Monumental Brasses* followed by Jean Wilson, President of the Church Monuments Society, who contributed *Some Remarks on the post-Reformation Monuments*.

The Annual General Meeting was held at the Royal Foundation of St. Katharine on 13th July 2013. Following the formal business our Hon. Treasurer, Jessica Lutkin spoke on *Laid to rest in a foreign land: Brasses and tombs of England's resident immigrants, 1350-1550*. Our member, Kevin Herring also displayed a number of impressive rubbings of continental brasses.

Study Day

A Study Day was held at Lingfield, Surrey on 28th September 2013. Proceedings were opened in the church of SS. Peter and Paul with a welcome by the President followed by our Vice-President, Nigel Saul who spoke on *Lingfield Church and the Cobham Family*. A viewing of the brasses and monuments concluded the morning session. The afternoon commenced with a talk by our member, Clive Burgess entitled *The Medieval College of Lingfield*. Finally, Nigel Saul spoke on *The Brasses and Monuments*. Tea rounded off proceedings with delegates afforded the opportunity to visit the nearby church at Crowhurst on an informal basis. The day was chaired by our President and organised by our Hon. Secretary (who also acted as Registrar). In addition, a specially produced booklet written by Nigel Saul and lavishly illustrated with photographs and rubbings of the brasses was available for sale.

Publications

The period under review produced one further issue of the *Transactions* for 2013 (Volume XVIII, Part 5) under the editorship of Nicholas Rogers.

The Hon. Bulletin Editor, William Lack, was responsible for three issues of the *Bulletin* (124, 125 and 126).

Trustees' report

Achievements and performance (continued)

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:

For the financial period from 18th May to 31st December 2013:

Essex, Rettendon: £150 towards the conservation of the monumental brass commemorating a civilian and two wives, c.1535, (LSW.I);

Nottinghamshire, North Wheatley: £150 towards the conservation of the monumental brass commemorating Edmund Sheffield, 1445, (M.S.I);

Oxfordshire, Mapledurham: £150 towards the conservation of two monumental brasses.

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

24th May 2014

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 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Incoming resources					
Incoming resources from generated funds:					
Subscription and voluntary income	2	9,908	—	9,908	14,045
Investment income	3	486	15	501	603
		<u>10,394</u>	<u>15</u>	<u>10,409</u>	<u>14,648</u>
Incoming resources from charitable activities	4	1,630	453	2,083	3,552
Total incoming resources		<u>12,024</u>	<u>468</u>	<u>12,492</u>	<u>18,200</u>
Resources expended					
Costs of generating funds:					
Publications	5	12,265	—	12,265	7,677
Net incoming resources available		<u>(241)</u>	<u>468</u>	<u>227</u>	<u>10,523</u>
Charitable activities					
Governance costs	5	3,997	—	3,997	6,376
Grants	6	—	875	875	1,150
Total resources expended		<u>16,262</u>	<u>875</u>	<u>17,137</u>	<u>15,203</u>
Net (outgoing)/incoming resources		<u>(4,238)</u>	<u>(407)</u>	<u>(4,645)</u>	<u>2,997</u>
Other recognised gains and losses					
Gains on investment assets		1,436	—	1,436	658
Net movement in funds		<u>(2,802)</u>	<u>(407)</u>	<u>(3,209)</u>	<u>3,655</u>
Fund balances at 1st January 2013		28,060	19,495	47,555	43,900
Fund balances at 31st December 2013		<u>25,258</u>	<u>19,088</u>	<u>44,346</u>	<u>47,555</u>

Balance sheet

as at 31st December 2013

	Notes	2013		2012	
		£	£	£	£
Current assets					
Investments		8,635		7,199	
Cash at bank and in hand		38,511		47,101	
		<u>47,146</u>		<u>54,300</u>	
Creditors: amounts falling due within one year	9	<u>(2,800)</u>		<u>(6,745)</u>	
Total assets less current liabilities			<u>44,346</u>		<u>47,555</u>
Income funds					
Restricted funds	10		19,088		19,495
Unrestricted funds:					
Unrestricted income funds		17,521		21,759	
Revaluation reserve	11	<u>7,737</u>		<u>6,301</u>	
			<u>25,258</u>		<u>28,060</u>
			<u>44,346</u>		<u>47,555</u>

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

These accounts were approved by the Trustees on 24th May 2014

Signed on their behalf by:

Martin Stuchfield
President

Jessica Lutkin
Hon. Treasurer

Notes to the accounts

for the year ended 31st December 2013

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.

2. Subscription and voluntary income

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Membership subscriptions and Income Tax refund	9,569	—	9,569	14,013
Donations	339	—	339	32
	<u>9,908</u>	<u>—</u>	<u>9,908</u>	<u>14,045</u>

Notes to the accounts

for the year ended 31st December 2013

3. Investment income

	Unrestricted funds	Restricted funds	Total 2013	Total 2012
	£	£	£	£
Income from U.K. listed investments	381	—	381	370
Interest receivable	105	15	120	233
	<u>486</u>	<u>15</u>	<u>501</u>	<u>603</u>

4. Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	Total 2013	Total 2012
	£	£	£	£
Book sales and royalties	39	453	492	436
Excursions and Study Days	441	—	441	1,866
Grants receivable	1,150	—	1,150	1,250
	<u>1,630</u>	<u>453</u>	<u>2,083</u>	<u>3,552</u>

5. Total resources expended

	Other costs	Grant funding	Total 2013	Total 2012
	£	£	£	£
Costs of generating funds:				
Publications				
Bulletins (4 issues)	4,000	—	4,000	3,713
Transactions (including postage)	4,360	—	4,360	3,964
Centenary short history	1,000	—	1,000	—
Lingfield booklet	480	—	480	—
Palimpsest supplement	614	—	614	—
Postage	1,811	—	1,811	—
Charitable activities:				
Grant funding of activities	—	875	875	1,150
Governance costs				
Bank charges	—	—	—	12
Independent Examiners' fees	1,000	—	1,000	800
Meetings	1,475	—	1,475	1,799
Postage and stationery	165	—	165	2,846
Travel costs	626	—	626	478
Sundry expenses	731	—	731	441
	<u>16,262</u>	<u>875</u>	<u>17,137</u>	<u>15,203</u>

Notes to the accounts

for the year ended 31st December 2013

6. Grants payable

	Total 2013	Total 2012
	£	£
Grants	875	1,150
Reconciliation of grants payable:		
Commitments made in the year	875	1,150
Grants paid during the year	(1,250)	(875)
Grants not required during the year	(250)	—
Commitments at 1st January 2013	2,525	2,250
Commitments at 31st December 2013	1,900	2,525

Applicant parish	Unpaid at 1st January 2013 £	Made in 2013 £	Paid in 2013 £	Not required £	Unpaid at 31st December 2013 £
Yorks., Lowthorpe (09)	250.00				250.00
Yorks., Nun Monkton (10)	250.00			250.00	
Middx., Hillingdon (11)	175.00				175.00
Norfolk, Stokesby (11)	250.00		250.00		
Norfolk, Tibenham (11)	200.00		200.00		
Suffolk, Orford (11)	250.00		250.00		
Berkshire, Tidmarsh (12)	150.00		150.00		
Essex, Bocking (12)	125.00		125.00		
Kent, Luddesdowne (12)	200.00		200.00		
Norfolk, Winterton (12)	100.00				100.00
Suffolk, Laxfield (12)	175.00				175.00
Wiltshire, Tilshead (12)	75.00		75.00		
Yorkshire, Londesborough (12)	200.00				200.00
Yorkshire, Ripon (12)	125.00				125.00
Essex, Rettendon (13)		150.00			150.00
Nottinghamshire, North Wheatley (13)		150.00			150.00
Oxfordshire, Mapledurham (13)		150.00			150.00
Suffolk, Sotterley (13)		425.00			425.00
	2,525.00	875.00	1,250.00	250.00	1,900.00

Notes to the accounts

for the year ended 31st December 2013

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. Creditors: amounts falling due within one year

	Total 2013	Total 2012
	£	£
Grants payable	1,900	2,525
Conference fees paid in advance	—	3,420
Accruals	900	800
	<u>2,800</u>	<u>6,745</u>

10. 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:.

	Movement in funds			Balance at 31st December 2013
	1st January 2013	Incoming resources	Resources expended	£
	£	£	£	£
Conservation Fund	<u>19,495</u>	<u>468</u>	<u>(875)</u>	<u>19,088</u>

Notes to the accounts

for the year ended 31st December 2013

11. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31st December 2013 are represented by:			
Current assets	28,058	19,088	47,146
Creditors: amounts falling due within one year	(2,800)	—	(2,800)
	<u>25,258</u>	<u>19,088</u>	<u>44,346</u>
Unrealised gains included above:			
Investments	7,737	—	7,737
	<u>7,737</u>	<u>—</u>	<u>7,737</u>
Reconciliation of movements in unrealised gains:			
Unrealised gains at 1st January 2013	6,301	—	6,301
Net gains on revaluations in year	1,436	—	1,436
Unrealised gains at 31st December 2013	<u>7,737</u>	<u>—</u>	<u>7,737</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 2013 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

24th May 2014

Cover:

Monumental brass commemorating [John Rixman, gent.], M.A., Fellow of St. John's College, Oxford, [1620, aged 66], and wife [Mary, daughter of Geoffrey White of Braycot, mercer].