

## MEMBERSHIP CHANGES 2016

Recent changes are set out below. Members are asked to send any changes of address, corrections, information etc. to Dr Andy Seaman (Treasurer, MSRG) at Archaeology Programme, Canterbury Christ Church University, North Holmes Road, Canterbury, CT1 1QU. Email: andy.seaman@canterbury.ac.uk. We would also be grateful if members with email could inform us of their email addresses so that we can send communications more efficiently.

### NEW FULL MEMBERS

Dr K. Briggs Martlesham Heath	Dr R. Gardner Needham Market	Mrs J. Morris West Wickham	Mr M. Southall Lutterworth
Mrs J. Britnell Shrewsbury	Mr D. Gill East Harling, Norfolk	Dr D. Oates Cambridge	Mr A. Street Crich, Derbys.
Mr A.R. Brookes Littleover, Derby	Mr B. Holzer South Elmham	Dr A. Rogerson East Dereham	Mr C. Trollope Fingringhoe, Essex
Dr S. Brookes London	Mr B.J. Lane Westbury-sub-Mendip	Prof K. Schürer Leicester	Mr J. Weir Bournemouth
Mr B.G. Buchanan Durham	Dr V. McLoughlin Selby	Mr P. Shaw Barkby, Leics.	
Mr J.P.T. Gardner Leyburn, N. Yorks.	Mr A. Mills Reeth, N. Yorks.	Mr J.G. Sheehan Northallerton	

### NEW STUDENT MEMBERS

Mr A. Margetts  
Cowfold, Sussex

### DECEASED

Ms. P. Combes Lewes	Prof M. Hesse Cambridge	Mr H.J. Thomas Barry	Mr J.G. Watt North Ferriby
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### RESIGNATIONS

Mr R.G. Andrew Haddenham, Bucks.	Prof H.B. Clarke Dublin	Mrs E. King Leicester	Mr C.C. Taylor (Hon. Vice-President) Pampisford, Cambs.
Dr J. Campbell Belfast	Mrs W. Gilding Bishop Wilton, Yorks.	Mr S. Sleath Queniborough	Dr E. Zadora-Rio Paris

Mrs D. Charlesworth  
Rudford, Glos.

### CURRENT ADDRESS WANTED

K.A. Bolton	(was in Arundel)	J.P. Northover	(was in Oxford)
T.L. Cooper	(was in New Malden)	D. Orizovic	
P. Corser	(was in Edinburgh)	S.A. Pinter-Bellows	(was in Canewdon)
J. Duck	(was in St Neots)	J.C.S. Roberts	(was in Sheffield)
M.R. Eddy	(was in Walmer)	D.M. Robinson	(was in London)
K.J. MacGowan	(was in Penge)	A. Scott	(was in Addingham)
J. Newmark	(was in Bradford)	J.B. Weller	(was in Bildeston)
K. Nichol	(was in Birmingham)	C.J. Wright	(was in Salisbury)

# ANNUAL REPORT OF THE TRUSTEES FOR 2016

## MEDIEVAL SETTLEMENT RESEARCH GROUP

Registered Charity No 801634

### Objectives

The objective of the Group is the advancement of public education through the promotion of interdisciplinary involvement in the collection, analysis and dissemination of data relating to the history, geography and archaeology of medieval settlements and their associated landscapes.

### Trustees' Addresses

Dr R J Silvester (President), Braich-uchaf, Cil Road, Meifod, Powys SY22 6YA  
Dr J Naylor (Secretary), Ashmolean Museum, Beaumont Street, Oxford, OX1 2PH  
Dr R E Glasscock (Treasurer), St John's College, Cambridge CB2 1TP  
Dr S C Turner (Editor), School of History, Classics and Archaeology, Newcastle University NE1 7RU

### Review of activity during the year

The Group's activities (policy making, conferences and publication) have continued as before. The range of interests and issues is reflected in the content of the accompanying journal (*Medieval Settlement Research* 32) covering the year 2017.

### Result of the year

There was a surplus of income over expenditure of £739 (deficit of £2,102 in 2015–16).

### Reserves policy

The trustees' policy is to maintain reserves at a level to enable long term and other research projects to be sustained in the foreseeable future.

### Grant making policy

The charity makes grants towards research projects and to other bodies involved in similar areas of education and research in respect of medieval settlement.

### Investments policy

The charity's funds are invested in National Savings and a bank bond, deposits that are regarded as a safe liquid investment with an adequate return, and suitable for a small charity.

### Risk policy

The trustees have reviewed the major risks facing the charity and presently conclude that no specific action is required.

R E Glasscock, Treasurer

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MEDIEVAL SETTLEMENT RESEARCH GROUP

I report on the accounts for the year ended 31 January 2017 which are set out on the following page.

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the account. The charity's trustees consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43(3)(a) of the Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act;
- 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 Commissioners. An examination includes a review of the accounting records kept by the charity and 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 the trustees concerning any such matters. 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.

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kate Harvey FCA  
Head of Finance  
St John's College  
Cambridge CB2 1TP

12 April 2017

# MEDIEVAL SETTLEMENT RESEARCH GROUP

Registered Charity No 801634

## GENERAL FUNDS – RECEIPTS AND PAYMENTS ACCOUNT

Financial Year ended 31 January 2017

### Note 1 Accounting policies

#### Historical Cost Convention

The Receipts and Payments account and Statement of assets and liabilities are prepared under the historical cost convention.

#### Stocks of Publications

Stocks of Publications are not valued or included in the Statement of assets and liabilities.

### Note 2 Funds

All funds of the charity are unrestricted.

RECEIPTS	2016–17 £	2015–16 £	PAYMENTS	2016–17 £	2015–16 £
<b>Donations, and other similar sources</b>			<b>Charitable Payments</b>		
Income tax recovered through Gift Aid	898	882	Research Grants	–	500
A.L.C.S	178	175	J. G. Hurst Memorial Prize	200	200
			Student bursaries	–	–
			Thirsk memorial	–	–
			Student Conference	–	500
<b>Operating activities to further the charity's objects</b>			<b>Charitable Activity</b>		
Subscriptions	6,054	6,383	Journals: printing	3,028	6,697
Sales of publications	10	49	Digitisation of back numbers	–	–
Conferences	661	64	Spring Conference	–	64
Postage contributions	–	150			
AGM	–	–	<b>Management and Administration</b>		
Research Grant Refund	–	–	Secretarial and Committee expenses	1,303	955
<b>Investment Income Receipts</b>			AGM and Seminar expenses	258	18
Current account interest	–	–	Insurance	273	145
Deposit account interest	353	587	CBA Affiliation Fees	317	315
			Postage	1,599	906
			Refunds	90	60
			Website	347	32
	<u>8,154</u>	<u>8,290</u>		<u>7,415</u>	<u>10,392</u>

### Statement of Assets and Liabilities

Balance brought forward	57,451	59,953	Current bank account	1,064	2,650
Balance of payments over receipts	739	-2,102	National Savings deposit account	57,126	54,801
Transfer to Legacy	–	-400			
	<u>58,190</u>	<u>57,451</u>		<u>58,190</u>	<u>57,451</u>
<b>Pettit Legacy</b>					
Brought forward	59,000	58,600			
Added	1,059	400			
	<u>60,059</u>	<u>59,000</u>			