# **MEMBERSHIP CHANGES 2017**

Recent changes are set out below. Members are asked to send any changes of address, corrections, information etc to Dr Helen Fenwick (Membership Secretary MSRG), Department of History, University of Hull, Hull HU6 7RX. Email: h.fenwick@hull.ac.uk. We would also be grateful if members with email could inform us of their addresses so that we can send communications more efficiently.

#### **NEW FULL MEMBERS**

R. Abrams	Mr C. Budge	J. Clatyon	Mr R. Cook
Royston	Radstock	Sidcup	Lampeter
Mrs A. Drewery	Mr M. Giles	Mr A. Graham	Dr R. Gregory
Haywards Heath	Heanor	Leeds	Melton Mowbray
Miss V. Harley	Mr R. Huxford	M. Jecock	Dr A. Langlands
Cambridge	Tonbridge	York	Swansea
Dr C. Lee	Mr P. Morle	R. Mortimer	Dr E. Oksanen
Penarth	Warwick	Cambridge	London
N. Oldfield	Dr E. Rye	Dr A. Sassin	Dr G. Scott
Nottingham	Nottingham	Farnham	South Shields
A. Scott	Mr S. Sleath	Mr M. Stallybrass	Dr S. Sweetinburgh
Addingham	Queniborough	Malton	Canterbury
Mr J. Wittering Ludlow			

### **NEW STUDENT MEMBERS**

Mrs S. Bourne	Mr P. McIntyre	Mrs A. Mobbs	Mr D. Russell
Market Harborough	Liphook	Wantage	Peterborough

## DECEASED

Dr J. Laughton	B. Lane	Dr A.D.F. Streeten	Mr P. Davies
J. Sheppard	C. Carne	B. Horne	T. Robbins
J.B. Waller	F.W. Gwynne Stock		

## RESIGNATIONS

W.J. Ingles	H. Carne	Dr C. Downham	S. Burman
Dr V. Crewe	Dr H. Willmott	G. Fairclough	J. Duck
M. Forrest	T. Green	M.W. Ponsford	T. Sandles
Dr A. Tompkins			

## CURRENT ADDRESS WANTED

S. Harrison		K.J. MacGowan	(was in Penge)
J.P. Northover	(was in Oxford)	J. Newmark	(was in Bradford)
S.A. Pinter-Bellows	(was in Canewdon)	D.M. Robinson	(was in London)
C.J. Wright	(was in Salisbury)		

# ANNUAL REPORT OF THE TRUSTEES FOR 2017 MEDIEVAL SETTLEMENT RESEARCH GROUP

## Registered Charity No 801634

#### **Objectives**

The objective of the Group is the advancement of public education by promoting interdisciplinary involvement in the collection, analysis and dissemination of data relating to the history, geography and archaeology of medieval rural settlement, primarily in Great Britain and Ireland from the fifth to the sixteenth centuries AD.

#### Trustees' Addresses

Dr S. Wrathmell (President), 3 Springfield Court, Liversedge, WF15 7HA

Dr S. Kilby (Secretary), 4 Main Street, Tansor, Peterborough, PE85HS

Dr A. Seaman (Treasurer), School of Humanities, Archaeology Programme, Canterbury Christ Church University, CT1 1QU

Dr L. Ten Harkel (Editor), School of Archaeology, University of Oxford, 1-2 South Parks Road, Oxford, OX1 3TG

#### 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* 33) covering the year 2018.

#### Result of the year

There was an excess of expenditure over income of £2,887 (surplus of £739 in 2016–2017).

#### Reserves policy

The Trustees' policy is to maintain reserves at a level that will enable the Group to perform its core activities for the foreseeable future. The minimum sum to be held in unrestricted reserves is £12,500 and the maximum sum is £250,000. Should reserves rise above the maximum sum or below the minimum sum the Trustees will review the activities of the Group and consider such changes as are deemed to be appropriate.

#### **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 and landscape.

#### **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.

A.P. Seaman, Treasurer

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

I report on the accounts for the year ended 31 January 2018 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 accounts. The charity's Trustees consider that an audit is not required for this year under Section 145 (1) of the Charities Act 2011 (the Act) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(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 seeks 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 130 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.

Anthony Bourne 30 April 2018

Finance Assistant: Foreign Exchange P&O Ferries Holdings Limited

Channel House, Channel View Road, Dover, CT17 9TJ

# MEDIEVAL SETTLEMENT RESEARCH GROUP

Registered Charity No 801634

## GENERAL FUNDS - RECEIPTS AND PAYMENTS ACCOUNT

## Financial Year ended 31 January 2018

## **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.

	2017-18	2016–17		2017-18	2016-17
RECEIPTS	£	£	PAYMENTS	£	£
Donations, and other similar			Charitable Payments		
sources			Research Grants	1,151	_
			J.G. Hurst Memorial Prize	_	200
Tax recovered through Gift Aid	869	898	Student bursaries	200	_
A.L.C.S	231	178	Charitable Activity		
Donations	200	_	Journal: printing and postage	5,373	3,028
			Digitisation of back numbers	510	_
Operating activities to further			Spring Conference	488	_
the charity's objectives					
Subscriptions	5,878	6,054	Management and		
Conferences	627	661	Administration		
Publication Grants	360		Secretarial and Committee	1,879	1,303
Sale of Publications	_	10	expenses	294	258
			AGM and Seminar expenses	280	273
<b>Investment Income Receipts</b>		_	Insurance	317	317
Current account Interest	-266	353	CBA Affiliation Fees	497	1,599
Deposit account Interest			Postage	8	90
•			Refunds	322	347
			Website		
				11,318	7,415
	8,430	8,154			

## **Statement of Assets and Liabilities**

Balance brought forward Balance of receipts over payments	58,190 -2,887 55,303	57,451 739 58,190	Current bank account National Savings Deposit Account	1,744 53,559	1,064 57,126
Pettit Legacy Bought forward	60059	59000		55,303	58,190
Added interest	908	1059 60,059			