The Society was founded in 1991 with the object of promoting interest in and knowledge of the Church of England from the 16th century by publishing primary sources of information

Charity Registration Number 1013701

ANNUAL REPORT 2013
REPORT FOR 2013

ANNUAL GENERAL MEETING

The Annual General Meeting of the Church of England Record Society was held in the Great Hall, Lambeth Palace, on Tuesday 2 July 2013 at 4.00 p.m.

The Chairman, Prof. Diarmaid MacCulloch Kt, warmly welcomed members and guests.

Apologies had been received from a number of members, including those of the Society’s Patron, the Revd Prof. Owen Chadwick, and were duly recorded.

Minutes of the Annual General Meeting held on 2 July 2012 were approved and signed as a correct record. In terms of matters arising, Prof. MacCulloch reported Melanie Barber’s generous benefaction of £25,000 to the Society.

The Chairman presented the Annual Report for 2012, and Dr Colin Podmore recommended email notification of the Annual General Meeting three months in advance of the occasion.

The report of the Honorary Treasurer, Dr Sarah Mortimer, was delivered. Dr Mortimer reported that the figures were somewhat beguiling, and she urged the need for more subscriptions to lend buoyancy to the accounts in the longer term. A motion that the accounts be formally adopted was proposed, seconded from the floor, and duly passed. The Chairman paid tribute to Dr Mortimer for her work on the Society’s behalf.

The Honorary Secretary, Dr Michael Snape, re-emphasised the need for more subscriptions and agreed that earlier notification of the Annual General Meeting was desirable.

Prof. Stephen Taylor, the Honorary General Editor, reported on the Society’s publications. He was pleased with the prospects for the second volume of the letters of Theophilus Lindsey but stressed high circulation costs due to increased postage rates. He apologised for the late arrival of Volume 20, but stated that three volumes were currently near completion and that the publication schedule should be up to date by the end of 2013. Prof. Taylor also reported a revision of the publications schedule in light of a circulation to prospective editors. Prof. Arthur Burns suggested that the length of the publications schedule might be deterring proposals because of the timescales of the REF. It was proposed from the floor that the schedule be cut to accommodate new proposals, and that strict deadlines be imposed. Prof. Taylor stressed that there was ample scope for projects that were on time to be published in good time, and the Chairman observed that the publications schedule should be regarded as a list rather than a binding commitment. Prof. Burns asked if there had been any new proposals, to which Prof. Taylor replied in the negative. However, he stated that negotiations were underway with two prospective editors. The Chairman emphasized that issues affecting the Society in terms of its publications were essentially generic, and that the new website would help to ensure a greater flow of information to the Society’s membership. Finally, Prof. Taylor reported that Boydell was now committed to an ebook programme and that further details were pending.
The Chairman introduced a proposed amendment to Article 6 of the Constitution. This was carried unanimously.

The Honorary Treasurer, Honorary Secretary, and Honorary General Editor agreed to stand for re-election and were duly re-elected. There were no alternative nominations from the floor.

Professor Felicity Heal was nominated and elected as Honorary Vice-President in lieu of the late Melanie Barber.

The Chairman reported that there were three vacancies on the Council created by the retirement by rotation of Dr Andrew Foster and Dr Mortimer and the resignation of Dr Dominic Erdozain. Council proposed the nomination of Dr Giles Mandelbrote and Dr Grant Tapsell to serve for a period of five years. There being no other nominations, they were duly elected. The co-option of Dr Natalie Mears was also proposed and carried.

The new Council therefore comprised: Dr Sarah Apetrei, Dr David Crankshaw, the Revd Dr William Jacob, Dr John Maiden, Dr Giles Mandelbrote, Dr Natalie Mears, Prof. Alec Ryrie, Dr Grant Tapsell, Dr Peter Webster, and Dr David Wykes.

Mr Simon Purvis of Dr Williams’s Library had agreed to stand for re-election as the Society’s financial examiner. He had served in this capacity for several years and the Society was grateful to him for his expertise and advice. Mr Purvis was duly re-elected.

The Chairman concluded the meeting with warm thanks to the Librarian of Lambeth Palace Library, Dr Giles Mandelbrote, for the use of the Great Hall which provided a very appropriate setting for the meeting.

2013 ANNUAL LECTURE

The 2013 Annual Lecture, which preceded the Annual General Meeting, was given by Revd Dr Andrew Atherstone and was entitled ‘Anglicanism in India: Politics, Theology and Scandal in the Ministry of Archbishop Daniel Wilson of Calcutta 1832-58’.

2014 ANNUAL GENERAL MEETING AND LECTURE

The 2014 Annual General Meeting and Annual Lecture will take place in the Guard Room, Lambeth Palace, on Wednesday 2 July. The lecture will be given by Prof. Ken Fincham and will be entitled ‘William Laud: Life and Letters’. Further details are given on the back cover of this report. Members are welcome to bring guests, but in view of the venue, it is essential that they notify Dr. Michael Snape, the Honorary Secretary, of their intention to attend.
TOWARDS THE END OF 2013, NATIONAL PRAYERS. SPECIAL WORSHIP SINCE THE REFORMATION.

Volume 1: Special Prayers, Fasts and Thanksgivings in the British Isles, 1533-1688, edited by Natalie Mears, Alasdair Raffe, Stephen Taylor and Philip Williamson (with Lucy Bates), was circulated to members. This volume is the first of three volumes providing the edited texts -- proclamations, council orders, addresses, prayers and liturgies -- with commentaries and source notes, for all of the nearly nine hundred occasions of special worship which have taken place between the Reformation and 2012. Throughout this period the governments and established churches of the British Isles have summoned the nation to special acts of public worship during periods of anxiety and crisis and at times of celebration. This volume reveals the origins of special occasions of national worship during the Reformation in England and Wales and in Scotland, the development of fast days and wartime prayers in the later sixteenth century, and what we know about the origins of special national worship in Ireland. It also shows how special worship became a recurrent focus and expression of religious and political contention during the seventeenth century. National Prayers Volume 1 is volume 20 of the Society's publications and has been allocated as the subscription volume for 2012 and 2013.

Volumes 21 and 22, the subscription volumes for 2014 and 2015, will be The Journal of Daniel Wilson, Bishop of Calcutta, 1845-1857, edited by Andrew Atherstone, and National Prayers. Volume 2: 1689-1870, edited by Alasdair Raffe, Stephen Taylor, Philip Williamson and Natalie Mears. We are expecting both these volume to go to press later this year, with publication in the course of next year. A full list of the volumes that have been accepted for publication by Council is printed at the end of this report and details of the Society's past publications may be viewed on the series page of our publisher's website: http://www.boydellandbrewer.com/store/listCategoriesAndProducts.asp?idCategory=74 or by following the links on the Society's website: http://www.coers.org/publications/index.html

THE SOCIETY'S WEBSITE

Thanks to Mrs. Claire Cinnamond, the Society’s website (www.coers.org) is regularly updated with information on forthcoming publications, details of the Annual General Meeting and Lecture, and with a copy of the latest Annual Report. Forms for membership and the purchase of back volumes are also available there.
2013 | 2012
---|---
**INCOME** | **INCOME**
---|---
Unrestricted | Unrestricted
---|---
Subscriptions £6,740 | £8,014
Royalties £2,911 | £1,919
Additional sales £0 | £184
Bank interest and dividends £7 | £35
Donations £25,916 | £5,823
Total £35,574 | £15,975

**EXPENDITURE**

Direct charitable expenditure:
- Publication costs £25,179 | £10,139
- Copy-editing £2,664 | £0
- Distribution of publications £5,320 | £2,035

Indirect charitable expenditure:
- Independent examiner’s fees £0 | £200
- Meeting/annual report £918 | £974
- Website expenses £0 | £88
- Postage and administration £0 | £118
- Bank charges and refunds £110 | £295
- Publicity £304 | £0
- Exchange rate loss £43 | £79
- Honorarium £250 | £0
Total £34,788 | £13,928

**Excess of Receipts over Payments**
- £786 | £2,047

Transfer to investments £15,000 | £0

Total (14214) | 2,047

Bank balances at 1st January £29,071 | £27,024

Bank balances at 31st December £14,857 | £29,071
### STATEMENT OF ASSETS AND LIABILITIES

#### Cash funds

<table>
<thead>
<tr>
<th>Account Name</th>
<th>31 December 2013</th>
<th>31 December 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSBC Current Acct.</td>
<td>12,833</td>
<td>18,423</td>
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<tr>
<td>CAF Gold Deposit Acct.</td>
<td>145</td>
<td>8,639</td>
</tr>
<tr>
<td>HSBC USA Business Extra Acct.</td>
<td>1,879</td>
<td>2,009</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14,857</strong></td>
<td><strong>29,071</strong></td>
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</table>

#### Investment Assets

<table>
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<th>31 December 2013</th>
<th>31 December 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;G Charibond (note 1)</td>
<td>22,442</td>
<td>22,831</td>
</tr>
<tr>
<td>M&amp;G Charifund</td>
<td></td>
<td>16,111</td>
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</table>

#### Liabilities

<table>
<thead>
<tr>
<th>Liability</th>
<th>31 December 2013</th>
<th>31 December 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication &amp; distribution</td>
<td>3,251</td>
<td>13,995</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>366</td>
<td>434</td>
</tr>
<tr>
<td>Independent examiner’s fee</td>
<td>200</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,817</strong></td>
<td><strong>14,529</strong></td>
</tr>
</tbody>
</table>

The attached notes form part of these financial statements.

These accounts have been prepared for the approval of the Council at their meeting on 2 July 2014.

### NOTES TO ACCOUNTS

The Church of England Record Society is a registered charity and as such is governed by the Charities Act 2011. Under this Act and the Charities (Accounts and Reports) Regulations 2000, it is classified as a small charity since it has a gross income or total expenditure of not more than £250,000 per annum. Section 144(2) of the 2011 Act therefore entitles this charity to take advantage of the more limited and simplified presentation of its financial statements.

1. **Investment Assets**: Due to the low interest returns the Society was receiving on its cash balances The Society has invested £15,000 on 9th August 2013 in a Charifund Fixed Investment (Accumulative). It also invested £20,000 in July 2011 in a Charibond Charities Fixed Int Common Investment Fund (Accumulative shares). The Fund balances at 31st December are shown above.

2. **Balance**: Included in Donations is a legacy for £25,000. The Society also had to pay half of the production costs of vol. 19 along with the distribution costs amounting to £13,995 this year. It also paid all the associated costs of volume
20 except £3,251 for distribution which will fall into 2014. This accounts for the small surplus for the year.

**Reserves:** Our total assets of £53,410 are roughly in line with our reserves policy of four years’ income, designed to cover the costs of two volumes in process of publication and the expenses of the Society’s AGM and Annual Report.

**Risk Management:** The Trustees have identified major risks and believe that appropriate action has been taken to mitigate these.

**Governance:** The Trustees are satisfied with the accounting systems and procedures, which the Society has in place, in the light of the size of annual income and expenditure. All disbursements of £100 or greater have to be countersigned by two of the President, Honorary Secretary, Executive Secretary or Honorary Treasurer.

**INDEPENDENT EXAMINER’S REPORT**

To the Trustees and Members of the Church of England Record Society

I have examined the accounts for the financial year to 31 December 2013 as set out on the preceding two pages on the basis explained below.

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

**Basis of independent examiner’s report**

My examination was carried out in accordance with 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 the 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 the course of 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 2011 Act; and
• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Dated:
Signed: Simon Purvis, Flat 9, Hedley Court, Putney Hill, London SW15 3NS.

THE SOCIETY’S PUBLICATIONS

Volume 1: Kenneth Fincham, *Visitation Articles and Injunctions of the Early Stuart Church*, vol.1, 1994. £60. (£30)*


Volume 5: Kenneth Fincham, *Visitation Articles and Injunctions of the Early Stuart Church*, vol. 2, 1998. £40. (£25)*


Volume 8: Gerald Bray, *Tudor Church Reform: the Henrician Canons of 1535 and the Reformatio Legum Ecclesiasticarum*, 2000. £70. (£35)*


Outside the main series the Society has published:

Patrick Collinson, *The History of a History Man. Or, the Twentieth Century from a Safe Distance*. 2011. £45. (£25)*

Published by The Boydell Press, in association with the Church of England Record Society:


**Special Notice- Volumes for 2012 and 2013**

Owing to the very heavy costs of production and distribution involved in the publication of Volume 20, *National Prayers: Special Worship since the Reformation. Volume I: Special Prayers, Fasts and Thanksgiving in the British Isles, 1533-1688*, an extraordinary meeting of Council resolved in January 2014 that this should represent the society’s volumes for both 2012 and 2013. Owing to its physical size (939 pages) and the considerable significance of this publication, Council felt that this was a reasonable decision given the Society’s current financial situation, a situation whereby another volume for 2013 would involve the Society in unsustainable costs. This is not a decision that was taken lightly and does not set a precedent. The Society will continue to do its utmost to ensure the publication of an individual, annual volume in future years.

The Honorary Secretary, Dr Michael Snape, is happy to receive any comments on this decision prior to the 2014 Annual General Meeting which is to be held at Lambeth Palace on 2 July. Please email M.F.Snape@bham.ac.uk

* indicates reduced price to members wishing to purchase back numbers or additional copies. Members should send orders for back copies to the Honorary Treasurer.
† now available as print on demand.
FUTURE PUBLICATIONS

The following proposals for editions have been accepted for publication:

The Journal of Daniel Wilson, Bishop of Calcutta, 1845-1857, ed. Andrew Atherstone


Letters of the Marian Martyrs, ed. Tom Freeman and Ruth Ahnert.

The Parker Certificates, 1560s, ed. Ralph Houlbrooke, Helen Parish & Felicity Heal.

The Correspondence and Papers of Archbishop Richard Neile, 1598–1640, ed. Andrew Foster.

The Unpublished Correspondence of Archbishop William Laud, ed. Kenneth Fincham.


The 1669 Return of Nonconformist Conventicles, ed. David Wykes.

The Correspondence of Francis Blackburne, ed. G. M. Ditchfield.


The Letters and Papers of William Paley, ed. Neil Hitchin

The Correspondence and Papers of Charles Simeon, ed. Andrew Atherstone.


Correspondence of Archbishop Lang with Bishop Wilfrid Parker, ed. Garth Turner.

Suggestions for publications are welcome and should be addressed to:
The Honorary General Editor, Professor Stephen Taylor,
Department of History, 43 North Bailey, Durham DH1 3EX
or at s.j.c.taylor@durham.ac.uk.
CHURCH OF ENGLAND RECORD SOCIETY
2012–2013

Patron

OFFICERS AND COUNCIL

President

Vice-President
Professor Arthur Burns, M.A., D.Phil., F.R.Hist.S.

Honorary Vice-President
Professor Felicity Heal, M.A., PhD.

Honorary General Editor
Professor S.J.C. Taylor, M.A., Ph.D., F.R.Hist.S., Department of History,
Durham DH1 3EX

Honorary Secretary
Michael Snape, B.A., Ph.D., Department of Modern History, University of
Birmingham, Edgbaston, Birmingham, B15 2TT

Honorary Treasurer
Sarah Mortimer, B.A., D.Phil., Christ Church, Oxford, OX1 1DP

Council
Sarah Apetrei, B.A., M.St., D.Phil.
David Crankshaw B.A., D.Phil.
Dominic Erdozain, M.A., PhD.
Andrew Foster, B.A., D.Phil., F.R.Hist.S.
The Revd William Jacob, M.A., PhD.
John Maiden, B.A., PhD.
Professor A.G. Ryrie, M.A., D.Phil., F.R.Hist.S.,
Peter Webster, B.A., Ph.D.
David Wykes, B.Sc., Ph.D., F.R.Hist.S.

Executive Secretary
Gabriel Sewell

North American Secretary
Robert G. Ingram, B.A., Ph.D., Department of History, University of Ohio, Bentley
Annex, Ohio 45701-2979, U.S.A.
MEMBERSHIP SUBSCRIPTION RATES

Individuals: £21, or £20 if paid by banker's order ($37.50)

Full-time students: £10 ($20)

Joint membership for married couples: £21/20 ($37.50)
(Couples are entitled to receive one copy of each publication for their joint membership)

Life membership for those over 65: £200 ($375)

Institutions: £30 ($55)

Subscriptions are due annually on 1 January, and should be sent to the Honorary Treasurer, Dr Alec Ryrie, Department of Theology and Religion, University of Durham, Abbey House, Palace Green, DH1 3RS. Banker’s orders are available on request. Members are also asked to notify the Honorary Secretary of changes of address and e-mail address (m.f.snape@bham.ac.uk).

North American Members may pay their subscription to the North American Secretary, Dr. Robert G. Ingram, Department of History, Ohio University, Bentley Annex, 411 Athens, Ohio, 45701-2979, U.S.A. (e-mail: ingramr@ohio.edu).

Membership is open to all who are interested in the history of the Church of England. Members are encouraged to invite their friends to join the Society. If every member recruited one new member, the Society would double its membership.

CONSTITUTION, CHARITY REGISTRATION AND OBJECTS

The Society was set up at its inaugural meeting held in the Great Hall, Lambeth Palace, in December 1991. The original constitution was adopted at that meeting, and has been amended twice since, in December 1995 and in July 1999. The Society is registered with the Charity Commissioners as number 1013701. The primary object is to promote interest in and knowledge of the Church of England from the 16th century onwards by publishing primary sources of information of significance for the history of the Church of England.
CONSTITUTION

1. The Society shall be called the Church of England Record Society.

2. The object of the Society shall be to advance the education of the public in the history of the Church in England, and in particular of the Church of England, from the sixteenth century onwards by the publication of primary sources of information.

3. Membership of the Society shall be open to individuals and institutions, and shall be constituted by the payment to the Honorary Treasurer of an annual subscription of such an amount as may be determined from time to time by the Council, payable in advance on the first day of January each year.

4. Each member of the Society shall be entitled to receive one copy of every work published by the Society in respect of his/her membership. If this copy is lost in the post, a replacement volume shall be supplied at no additional cost unless the loss is the result of a failure to notify the Society of a change of address. No member shall receive any such volume if his/her subscription be in arrears. Each individual member, and one representative from each subscribing institution, shall be entitled to attend and vote at general meetings of the Society.

5. There shall be a President of the Society who shall be elected for five years at the Annual General Meeting. In the event of his/her being unable to accept office, the Vice-President of longest standing shall act as President. There shall be not more than six Vice-Presidents who shall be elected for five years, on the nomination of the Council, at an annual general meeting.

6. The management of the affairs of the Society and of its funds shall be vested in a Council consisting of the Officers of the Society, namely the President, the Honorary Secretary, Honorary Treasurer, Honorary General Editor, and eight ordinary members to be elected at an annual general meeting of the Society. The ordinary members shall serve for not more than four years successively. The Officers of the Society shall be elected annually, those retiring being eligible for re-election in that year. Nominations for Officers and members of the Council may be made by the Council and by any two members of the Society, and shall be communicated in writing to the Honorary Secretary not less than three weeks before the Annual General Meeting. Two ordinary members of the Council shall retire in rotation each year and shall not be eligible for re-election in that year. The Honorary Secretary shall be elected from among the Council Members.

7. The Council shall have the power to co-opt not more than two additional members, and to appoint committees. Vacancies among the Officers of the Society occurring between annual general meetings shall be filled by the Council. The Council shall meet at least once a year, and on any other occasion at the request of at least three of its members. Five members shall form a quorum.

8. An annual general meeting of the members of the Society shall be held each year to receive a report of the work of the Society with its inspected or audited accounts as required under paragraph 11; to elect Officers, members of the Council, and an inspecting accountant or Honorary Auditor for the year ensuing; and to transact any other business. Not less than one month's notice of the meeting shall be given to members.
9. A special general meeting may be called at the discretion of the Council or at the written request of 15 members of the Society. Not less than one month's notice of such a meeting shall be given to members.

10. All monies raised by or on behalf of the Society shall be applied to further the objects of the Society and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Society or the payment to members of the Council of reasonable out-of-pocket expenses.

11. The Treasurer shall keep proper accounts of the finances of the Society. The Society's year of account shall be 1 January to 31 December. The accounts shall be subject to an independent review at least once a year by the inspecting accountant appointed at the Annual General Meeting. Should expenditure or income exceed the limits set by law for this arrangement, the accounts shall be audited by the auditor or auditors appointed at the Annual General Meeting. A statement of the accounts shall be submitted by the Council to the Annual General Meeting as aforesaid, and circulated with the notice of the Annual General Meeting.

12. A bank account shall be opened in the name of the Society with such bank as the Council shall from time to time decide. All cheques up to a maximum determined from time to time by the Annual General Meeting shall be signed by the Treasurer only. The Council shall authorise in writing the Officers of the Society to sign cheques on behalf of the Society. All cheques must be signed by not less than two of the authorised signatories, and where possible shall be signed by the President and Treasurer. No expenditure shall be incurred without the prior approval of the Council.

13. Alterations to this Constitution shall receive the assent of two-thirds of the members present and voting at an annual general meeting or a special general meeting. A resolution for the alteration of the Constitution must be received by the Honorary Secretary of the Society at least twenty-one days before the meeting at which the resolution is to be brought forward. At least fourteen days' notice of the resolution must be given by the Secretary to the membership, and must include notice of the alteration proposed. Provided that no alteration to clause 2, clause 14 or this clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the Society to cease to be a Charity in law.

14. If the Council by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Society it shall call a meeting of all members of the Association who have the power to vote, of which meeting not less than one month's notice (stating the terms of the Resolution to be proposed thereat) shall be given. If the decision shall be confirmed by a majority of those present and voting at such a meeting, the Council shall have the power to dispose of any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Society as the Council may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.
THE ANNUAL GENERAL MEETING

OF THE

CHURCH OF ENGLAND RECORD SOCIETY

will be held in

The Main Chapel, Lambeth Palace, London, SE1 7JU

on

Wednesday 2nd July 2014

following the Annual Lecture entitled

‘William Laud: Life and Letters’

to be given by

Professor Ken Fincham

R.S.V.P.
by 24th June to:

Dr Michael Snape, Honorary Secretary,
Department of History,
University of Birmingham. B15 2TT
m.f.snape@bham.ac.uk

Lecture at 4.00 p.m.
Alcoholic refreshments and exhibition from 5.10 p.m.
AGM at 5.40 p.m

Entrance via the Main Gate, Lambeth Palace.

Members and guests wishing to attend must notify the Honorary Secretary of COERS
of their intention to come.