



# Suffolk Records Society

Registered Charity No 1084279



The 61<sup>st</sup> Annual General Meeting of the Suffolk Records Society will be held at Orford Town Hall, Market Hill, Orford IP12 2NZ on Thursday 23<sup>rd</sup> May 2024 at 7.00pm

## AGENDA

Apologies for absence

Welcome by the Chairman

1. Minutes of the 60th Annual General Meeting held at Bury St Edmunds on 17<sup>th</sup> May 2023
2. Trustees' Annual Report for the year 2023-2024
3. Financial Statements for 2022-2023
4. Reports on volumes in progress: Mr David Sherlock, Co-ordinating Editor  
Dr Nicholas Karn, Charters Series Editor
5. **Election of Chairman:** Dr Harvey Osborne
6. **Election of Officers:** the following are eligible for re-election:  
Hon Membership Secretary: Mrs Tanya Christian  
Hon Secretary: Mrs Claire Barker  
Hon Treasurer: Mr Clive Mees  
Hon Co-ordinating Editor: Mr David Sherlock  
Hon Charters Series Editor: Dr Nicholas Karn
7. **Election of Council Members:** the following are eligible for re-election:  
Revd Professor Sir Diarmaid MacCulloch, Kt  
Ms Kate Chantry, [Suffolk Archives]  
Mr Charles Farrow [Norfolk Record Society]  
Dr Keith Briggs [SIAH]  
Mrs Vivienne Aldous  
Dr John Greenacre  
Dr Joanne Sear
8. **Election of Independent Examiner:** Mrs Rosemary Unthank is proposed by the Treasurer as Independent Examiner.
9. The 2024 Volume 67: *The Great Sea Floods of 1953, The Records of P.J.O. (John) Trist* will be introduced by the editor, Denise Parkinson.
10. Votes of thanks

**WINE AND LIGHT REFRESHMENTS WILL BE SERVED DURING THE MEETING**

Registered Address: Westhorpe Lodge, Westhorpe, Stowmarket, Suffolk IP14 4TA

Tel: 07876 496065 Email: [claire@ejbarker.co.uk](mailto:claire@ejbarker.co.uk)

Website: [www.suffolkrecordsociety.com](http://www.suffolkrecordsociety.com) \* Email: [info@suffolkrecordsociety.com](mailto:info@suffolkrecordsociety.com)



# Suffolk Records Society

Registered Charity No 1084279



The 60<sup>th</sup> AGM was held in the Thomas Clarkson Centre, Bury St Edmunds on Wednesday 17<sup>th</sup> May 2023 at 7pm.

Apologies for Absence: Revd Professor Sir D MacCulloch, Dr N Karn, Dr J Fiske, Dr K Jewell, Dr D Allen and Dr K Briggs (Council) and 50 members of the Society.

The Chairman, Dr Harvey Osborne welcomed everyone to the meeting and thanked the Council members and the officers of the Society for all their hard work during the previous year.

In April Robert [Bob] Malster had died a few days after his 91<sup>st</sup> birthday, He was elected to Council in December 1999 and had also edited volume 56 in 2013 *The Minute Books of the Suffolk Humane Society*. His background was in journalism and he was a fine historian with interests in the fishing industry, industrial Ipswich and maritime history. An excellent online obituary had appeared in the Eastern Daily Press. His funeral will be held at Holbrook church on Friday 26<sup>th</sup> May at 2.30pm.

## **1519 Minutes of the 59<sup>th</sup> Annual General Meeting (previously circulated)**

The minutes of the 59<sup>th</sup> AGM held in Monks Eleigh on 26<sup>th</sup> May 2022 were signed by the Chairman. All in favour.

## **1520 Trustees' Annual Report for the year 2022-2023**

The Annual report had been presented. Proposed by Tanya Christian and seconded by Charles Farrow. All in favour.

## **1521 Financial Report**

The Treasurer presented the annual accounts for the year 2022-2023. He was pleased with the return on the investments of 4%. Their level was set at medium risk. Although the Society had made a small surplus of £465, the value of investments had gone down by £7000. Royalties had also increased. There was very little change to the Charters Series accounts since they had no investments. The adoption of the accounts was proposed by Richard Smith and seconded by Mrs Christian. All in favour.

## **1522 Future volumes**

Mr Sherlock paid tribute to Dr Joanne Sear and Dr James Davis for producing such a magnificent volume on the Records of Medieval Newmarket. It had been the easiest volume he had ever had to co-ordinate. In 2024 we would meet near the coast for a volume about the 1953 Floods based on the note books of John Trist. This would be the latest book by date the Society had ever produced. Mr Sherlock was thanked by Dr Osborne for continuing to oversee the production of fine academic volumes for the Society.

## **1523 Charters Series**

Dr Karn sent a report stating that Francis Young's volume on the Franciscans in Bury St Edmunds would be ready to be launched at the end of the year. Mrs Vivien Brown has completed the Index to the Bury Town Charters and the Society hoped to publish this in two volumes in 2024 and 2025.

## **1524 Election of Chairman**

Dr Osborne vacated the chair and he was proposed by Mr Sherlock and seconded by Mr David Addy. All in favour.

Registered Address: Westhorpe Lodge, Westhorpe, Stowmarket, Suffolk IP14 4TA

Tel: 07876 496065 Email: [claire@ejbarker.co.uk](mailto:claire@ejbarker.co.uk)

Website: [www.suffolkrecordsociety.com](http://www.suffolkrecordsociety.com) \* Email: [info@suffolkrecordsociety.com](mailto:info@suffolkrecordsociety.com)



# Suffolk Records Society



Registered Charity No 1084279

## **1525 Election of Officers**

The election of officers en bloc was proposed by Dr Joanne Sear, seconded by Mr John Saunders. All in favour.

## **1526 Election of Council members**

The election of 7 current Council members was proposed en bloc by Mr Paul Botwright and seconded by Ms Denise Parkinson. All in favour.

## **1527 Election of co-opted Council members**

The election of Dr Joanne Sear and Dr John Greenacre who were co-opted earlier in 2023 as a Council members, was proposed by Mr Charles Farrow and seconded by Mr Martyn Taylor. All in favour.

## **1528 Election of Independent Examiner**

Mrs Rosemary Unthank was proposed as Independent Examiner by Mr C Mees and seconded by Mr David Addy. All in favour.

**1529 Volume 66: *Records of Medieval Newmarket: Manor Court Rolls 1399-1413 and Manor Account Rolls 1403/4-1482/3.*** Professor Richard Smith, President of the Society, introduced Dr James Davis, Queens University, Belfast and Dr Joanne Sear, University of Cambridge, the joint editors of the volume. Afterwards he co-ordinated questions from the floor and then thanked both editors for producing such an excellent and interesting volume which would receive plaudits from far and wide.



# Suffolk Records Society

Registered Charity No 1084279



## TRUSTEES' ANNUAL REPORT FOR THE YEAR 2023/24

1. Trustees and Council members for the year were Dr Harvey Osborne (Chairman), Professor Richard Smith (President), Mrs Vivienne Aldous, Mrs Claire Barker (Secretary), Dr Keith Briggs (SIAH representative), Ms Kate Chantry [Suffolk Archives], Mrs Tanya Christian (Membership Secretary & Webmaster), Mr Charles Farrow (NRS representative), Dr Jane Fiske, Dr John Greenacre, Dr Kate Jewell, Dr Nicholas Karn (Charters Series Editor), Revd Professor Sir Diarmaid MacCulloch, Mr Clive Mees (Treasurer), Dr Joanne Sear, Mr David Sherlock (Co-ordinating Editor). Mr Clive Paine, Mr Robert Malster [†May 2023], Dr David Allen, Mrs Marion Allen and Mrs Vivien Brown served as Vice-Presidents. Council consisted of six Honorary Officers and eight elected members.
2. The 2023 AGM was held at The Thomas Clarkson Centre, Bury St Edmunds where Volume 66 *Records of Medieval Newmarket: Manor Court Rolls 1399-1413 and Manor Account Rolls 1403/4-1482/3* was introduced by the editors, James David and Joanne Sear.
3. **MEMBERSHIP:** As of 11<sup>th</sup> January 2024 we had 290 members: 57 institutions and 233 individual members, with only 1 Life Member left. 2023 saw another drop in membership numbers but we are continuing to have new ones joining via the website regularly, often from outside the county. However, many of these do not retain their membership past the first year.
4. **FINANCE:** This has been a year of stability for the SRS accounts with no significant changes throughout the year. The surplus for the year is £654 (+41%). Income from subscriptions is showing a downward trajectory, but other income is in line with previous years. The production of volume 66 *Records of Medieval Newmarket* shows expenditure of £5293. It is pleasing to note the increase in valuation of our investments (0.08%). Charters Series: No change of note from the previous year.
5. **GENERAL SERIES:** The SRS will publish Volume 67 *The Great Sea Floods of 1953, The Records of P.J.O. Trist*, edited by Denise Parkinson in May 2024.
6. **CHARTERS SERIES:** Volume XXII in this series *The Franciscans in Medieval Bury St Edmunds* was launched with a lecture given by the editor, Dr Francis Young, at a very successful event organised by Moyses' Hall Museum in Bury St Edmunds. It is hoped that Volume XXIII *The Bury St Edmunds Town Charters* will be published soon, probably in two parts.
7. **WEBSITE:** The website is doing well with 81 orders (123 separate items) being sold in 2023. 7 more out of print volumes were digitised at the end of 2023 making the total number of digitised volumes on the site 26. We have also added to the Digital Material with a submission by John Pelling of *The Diary of John Clopton*. The second phase of the Suffolk History Hub appears to be on hold and may never be fulfilled as SIAH are now publishing digital material on their own website.
8. The Society will hold the 61st AGM in Orford Town Hall on May 23<sup>rd</sup> 2024, when volume 67 will be launched.

Harvey Osborne  
Chairman

March 2024

Registered Address: Westhorpe Lodge, Westhorpe, Stowmarket, Suffolk IP14 4TA

Tel: 07876 496065 Email: [claire@ejbarker.co.uk](mailto:claire@ejbarker.co.uk)

Website: [www.suffolkrecordsociety.com](http://www.suffolkrecordsociety.com) \* Email: [info@suffolkrecordsociety.com](mailto:info@suffolkrecordsociety.com)



# Suffolk Records Society

Registered Charity No 1084279



<b>Suffolk Records Society</b>									
<b>Statement of Receipts and Payments for the year ended 30 September 2023</b>									
			<b>2023</b>	2022				<b>2023</b>	2022
Subscriptions			<b>4,888</b>	4,976	Boydell & Brewer Ltd			<b>5,293</b>	5,967
Sales			<b>1,077</b>	2,017	Warehouse storage			<b>248</b>	335
Investment income			<b>2,357</b>	2,405	Postage and printing			<b>1,326</b>	1,409
Interest			<b>41</b>	13	AGM			<b>388</b>	420
Royalties			<b>673</b>	943	Web site hosting			<b>752</b>	1,147
Gift aid			<b>790</b>	755	Expenses			<b>66</b>	77
Donations			<b>236</b>	127	Management fees			<b>720</b>	727
					Sundries			<b>480</b>	420
					Zoom			<b>0</b>	58
					Account fee			<b>60</b>	90
					BALH subscription			<b>75</b>	75
					Book fair			<b>0</b>	46
					Excess of receipts over payments			<b>654</b>	465
			<b>10,062</b>	11,236				<b>10,062</b>	11,236
Excess of receipts over payments			<b>654</b>	465	Reduction in value of investments			<b>0</b>	7,152
Increase in value of investments			<b>411</b>	0	Surplus to Accumulated Funds			<b>1,065</b>	0
Deficit to Accumulated Funds			<b>0</b>	6,687					
			<b>1,065</b>	7,152				<b>1,065</b>	7,152
<b>Balance Sheet 30 September 2023</b>									
			<b>2023</b>	2022				<b>2023</b>	2022
Accumulated Funds			<b>67,364</b>	74,051	Cash at Bank			<b>10,280</b>	8,961
Surplus/(Deficit)			<b>1,065</b>	-6,687	Virgin Money			<b>5,712</b>	5,690
					Cash at Brokers			<b>546</b>	1,233
					Investments at Charles Stanley			<b>51,891</b>	51,480
			<b>68,429</b>	67,364				<b>68,429</b>	67,364
I have examined the books and records of the Suffolk Records Society and from the information supplied to me confirm that the accounts are in accordance with those records.									
Rosemary Unthank									
2024									

Registered Address: Westhorpe Lodge, Westhorpe, Stowmarket, Suffolk IP14 4TA

Tel: 07876 496065 Email: [claire@ejbarker.co.uk](mailto:claire@ejbarker.co.uk)

Website: [www.suffolkrecordsociety.com](http://www.suffolkrecordsociety.com) \* Email: [info@suffolkrecordsociety.com](mailto:info@suffolkrecordsociety.com)



# Suffolk Records Society

Registered Charity No 1084279



<b>Suffolk Records Society</b>				<b>Charter Series</b>			
<b>Statement of Receipts and Payments for the year ended 30 September 2023</b>							
		<b>2023</b>	2022			<b>2023</b>	2022
Subscriptions		<b>289</b>	311	Editor's expenses		<b>191</b>	160
Sales		<b>76</b>	121	Bank charges		<b>60</b>	90
Dividends and interest		<b>45</b>	12	Postage		<b>0</b>	30
Royalties		<b>134</b>	233	Expenses		<b>0</b>	12
Donation		<b>36</b>	36	Excess of receipts over payments		<b>329</b>	421
		<b>580</b>	713			<b>580</b>	713
<b>Balance Sheet 30 September 2023</b>							
		<b>2023</b>	2022			<b>2023</b>	2022
Accumulated funds		<b>14,056</b>	13,635	Cash at bank		<b>14,385</b>	14,056
Surplus		<b>329</b>	421				
		<b>14,385</b>	14,056			<b>14,385</b>	14,056



# Suffolk Records Society

Registered Charity No 1084279



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SUFFOLK RECORDS SOCIETY

I report on the Accounts of the Society for the year ended 30<sup>th</sup> September 2023

### **Respective Responsibilities of the Trustees and the Examiner.**

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

### **Basis of the Independent Examiner's Statement**

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 a comparison of the accounts 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 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 proper accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Charities Acthave 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.

Rosemary Unthank  
Chartered Accountant  
Felixstowe

Date 18<sup>th</sup> March 2024

Registered Address: Westhorpe Lodge, Westhorpe, Stowmarket, Suffolk IP14 4TA

Tel: 07876 496065 Email: [claire@ejbarker.co.uk](mailto:claire@ejbarker.co.uk)

Website: [www.suffolkrecordsociety.com](http://www.suffolkrecordsociety.com) \* Email: [info@suffolkrecordsociety.com](mailto:info@suffolkrecordsociety.com)