

SUSSEX RECORD SOCIETY

ANNUAL GENERAL MEETING

The Keep, Woollards Way, Falmer, Brighton, BN1 9BP
SATURDAY 2 June 2018

This year's AGM and lunch will be at The Keep, Woollards Way, Falmer.

The afternoon session will also include a talk from Andrew Bennett, Brighton and Hove Archivist at The Keep, about the Brighton Mendicity Society, the subject of his forthcoming SRS volume. This session will include the opportunity to view original documents from this archive. Sue Berry will then be talking about Brighton in the Victorian and Edwardian periods.

We hope that members will be able to enjoy lunch together before the meeting. The meal will be a buffet (with vegetarian choices) available from 12.10 pm at a cost of £15.00 per head. If you are able to come to the lunch, please return the attached slip with a remittance by 25 May 2018.

The programme for the day is as follows:

12.10-1.00	Lunch
1.05-1.50	AGM
1.55-2.40	Talk on the Brighton Mendicity Society, Mr Andrew Bennett
2.45-3.30	City of Contrasts – the Victorian and Edwardian City of Brighton, Dr Sue Berry

We look forward to a most enjoyable day. Members are most welcome to bring their families and friends. Institutions may send one representative to the AGM, who has the right to vote.

A map showing the location of The Keep is on the reverse of this page. Parking is available at The Keep for £2.50 for the day. Falmer station is a short walk away.

J. Mason, Hon. Secretary,
Barbican House,
High Street,
LEWES,
East Sussex, BN7 1YE

May 2018
E-mail: jennifer.mason@westsussex.gov.uk

To the Assistant Secretary, Sussex Record Society, Barbican House, High Street, Lewes, BN7 1YE.

*I will/will not attend the AGM.

*I will/will not require lunch before the AGM. I will bringguests

Names of lunch guests.....

Please indicate if you or your guests are Vegetarian.

*I enclose a remittance for £..... for lunch(es) payable to Sussex Record Society

**Delete as appropriate.*

Name.....

Address.....

.....

Tel no.....Email address.....



SUSSEX RECORD SOCIETY

The 118th ANNUAL GENERAL MEETING of the Society will be held at The Keep, Woollards Way, Falmer on 2 June 2017 at 1.30 pm.

AGENDA

1. Apologies for absence.
2. Election of President for the ensuing year.
The Council nominates Professor B. M. Short for re-election.
3. Minutes of the Annual General Meeting held on 3 June 2017 (copy herewith).
4. Matters arising from these minutes.
5. Annual Report of the Council for the year 2017-18 (copy herewith).
6. The Society's Accounts for the year ended 31 December 2017 (copy herewith).
- 7 a. Election of Vice Presidents for the ensuing year.
The Council nominates Mr. C. R. Davey and Mr. P. M. Wilkinson for re-election.
- b. Election of Secretary for the ensuing year.
The Council nominates Ms. Jennifer Mason for re-election.
- c. Election of Literary Director (s) for the ensuing year.
- d. Election of Treasurer for the ensuing year.
The Council nominates Dr. W. E. Pilfold for re-election.
- e. Election of members (up to 12) of the Council for the ensuing year.
Dr. C. Adams, Dr S. Berry, Mr. J. Bleach, Mr. P. Bye, Dr H. Christ, Dr. B. D. Cutler, Mr Stephen van Dulken, Mr. M. Hayes, Dr D. Tankard, Mrs. H. Warne and Mrs. W. Walker offer themselves for re-election.
8. Appointment of Independent Examiner of the Society's accounts.
9. Vote of thanks.
10. Any other business (time permitting).

J. Mason, Hon. Secretary,
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May 2018
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SUSSEX RECORD SOCIETY

The 117th Annual General Meeting was held at Worthing Library on Saturday 3 June 2017.

Present:

Dr. C. Adams, Mrs. J. Barham, Dr. R. Brown, Mr. A. Brunning, Mr. P. Bye, Dr. B. Cutler, Mr. C. R. Davey, Mr. S. van Dulken, Miss E. Evans, Dr. A. Foster, Mr. M. Hayes, Mr. P. Macleod, Ms. J. Mason, Dr. J. Pennington, Dr. W. Pilfold, Prof. B. Short, Lord and Lady Teviot, Mr. D. Thompson, Mr. R. Thomsett, Mrs. J. Thomsett, Mrs. W. Walker, Mrs. H. Warne, Miss H Whittle, Mr. P. Wilkinson, Mrs. M. Woolgar

Item 6a, the election of President, was brought forward to the start of the meeting as Professor Short took the chair. RESOLVED that Professor Brian Short be re-elected President for the ensuing year.

1. Apologies for absence

Mrs. J. Ansell, Miss. C. Belam, Mr. J. Bleach, Mr. R. Childs, Mrs. E. M. Collyer, Mr. R. Ford, Mr. C. Grinsted, Mr. I. Hilder, Reverend L. Hobbs, Mr. B. Killick, Mrs. J. Kinnison-Bourke, Mr. G. Milner, Mr. R. Pearce, Mr. B. Phillips, Mr. R. Stoner, Chichester Diocesan Office

2. Minutes of the Annual General Meeting held on 4 Jun 2016 (copy herewith)

Mrs Warne asked for her apologies to be recorded in the last minutes

The minutes of the meeting held on 4 Jun 2016, previously circulated, were confirmed and signed.

3. Matters arising from these minutes

No matters arising.

4. Annual Report of the Council for the year 2016-17

Mrs. Walker welcomed everyone to the Annual General Meeting, explaining the Annual General Meeting this year was combined with the launch of Mr Wilkinson's book, *Chichester Archeaconry Depositions*, the Society's 97th volume. She was pleased to say that the last three volumes fulfilled the Society's remit to cover the entire county of Sussex, featuring Littlehampton, Hastings, and Chichester.

Mrs Walker was pleased to announce that the afternoon would also include a short talk from Dr Andrew Foster about the Society's next volume, *Seventeenth Century Church Surveys*, due to be published later this year. The talk would act as a 'taster' for this volume. Peter Macleod and Martin Hayes would also be giving a demonstration of the *Sussex Bibliography*, which can now be accessed through the Society's website.

The Society has a deserved reputation for high quality publications and there are several more volumes in the wings, including *Brighton Mendicity Society* by Mr. A. Bennett and *Sussex Hearth Tax* by Dr. D. Tankard, the latter in partnership with the British Records Association. One of these books could potentially be the Society's 100th volume, an exciting point in the Society's history.

Since the last Annual General Meeting the Council had commissioned a further two volumes: *Surveys of the Honour of Arundel* by Dr. C. Adams and *Sussex Church Notes of Sir Stephen Glynne* by Dr D. Parsons.

Mrs. Walker said that the Society was keen to build on this success and to continue to look ahead. She welcomed ideas from members around the future of the Society.

The website continued to be a great success, providing the Society with the opportunity to publish content online. For the last two years, Mr. P. Macleod has not only been running the website but also working on a *Sussex Bibliography* which he will be talking about later this afternoon and which is a fantastic achievement. Mr. M. Hayes and Mr. S. van Dulken have also been involved and will continue to maintain the Bibliography, following Mr Macleod's achievements.

Mr. Macleod joined the Society in 2001, took over the running of the website in 2004 and joined the Council in 2007. He has been singlehandedly responsible for developing and maintaining the website, which has gone from strength to strength under his oversight. It is now one of the best Record Society websites in the country, promoting the Society, providing a platform for online resources, and encouraging membership. Mrs. Walker presented Mr. Macleod with a token of thanks on behalf of the Society.

Mrs. Walker expressed her thanks to all Society members for their continued support. She thanked the Council, authors and indexers and all those involved in volumes for their hard work. Finally, she thanked those who were involved in organising the AGM: Mr. M Hayes, Mr. P. Wilkinson, and Ms. J. Mason and the speakers this afternoon, Mr. P. Wilkinson, Mr P. Macleod, and Dr. A. Foster.

Mrs. Walker announced that Mr. Malcolm Pratt had stood down from the Council at the start of the year. He had made an invaluable contribution to Council since he joined in 1994 and had produced a major body of work which will be used for years to come. A teacher by profession, Mr. Pratt was formerly also the Honorary Town Clerk of Winchelsea. The Society has been very lucky to have Mr. Pratt on its Council and wishes him very well in the future.

Mrs. Walker said how much she was looking forward to working with members and the Council over the coming year.

5. The Society's Accounts for the year ended 31 December 2016

Dr. Pilfold reported that for the second year running the Society had a substantial deficit but that this was a good thing as the Society had spent these funds constructively with two volumes published in 2016 and another two anticipated in 2017.

There is still a substantial sum of money which could be used for a larger project and Dr. Pilfold welcomed ideas.

Investments have been doing very well which means that although money has been spent, total assets haven't gone down by as much as might have been expected. Assets went down by £4000, leaving £119,000 remaining.

Dr. Pilfold reported that although subscriptions look to be down compared to 2015 but this is deceptive due to the timing of when subscriptions are due. Analysis of 2014, 2015 and 2016 subscriptions shows that the membership base is fairly consistent. New members were joining through the website.

Sales had gone up as there were two new volumes out and 2017 is likely to be similar.

Administrative expenses remained similar from year to year.

Prof. B. Short asked about page 2, note 2 of the accounts which shows an increase in institutional subscriptions. Dr. Pilfold explained that they represent what came in during 2016 in respect of 2017 so it is a result of timing. As subscriptions run on a calendar year it depends which side of the year the subscriptions come in as to which set of accounts they appear in.

Prof. Short asked if institutions were remaining members. Dr. Pilfold responded that yes although some were in arrears which Dr. Pilfold has chased up.

Mrs. Warne asked if Dr. Pilfold could produce a document showing what institutional subscriptions have come in for the last few years. Dr. Pilfold agreed to produce this and circulate it at the September Council meeting.

Mr. Tomsett asked how many institutions were members. Dr. Pilfold reported that 45 institutions were members.

Dr. Foster said that institutional membership was still an issue and suggested that members encourage institutions to remain members.

6a. Election of President

This took place at the start of the meeting.

6b. Election of Vice Presidents for the ensuing year

RESOLVED that Mr. L. G. Lloyd, Mr. C. R. Davey and Mr. P. M. Wilkinson be re-elected Vice-Presidents for the ensuing year.

6c. Election of Secretary for the ensuing year

RESOLVED that Ms. J. Mason be re-elected Secretary for the ensuing year.

6d. Election of Literary Director (s) for the ensuing year

RESOLVED that Dr. A. W. Foster be re-elected Literary Director for the ensuing year.

6e. Election of Treasurer for the ensuing year

RESOLVED that Dr. W. E. Pilfold be re-elected Treasurer for the ensuing year.

6f. Election of members (up to 12) of the Council for the ensuing year

RESOLVED that Dr. C. Adams, Dr S. Berry, Mr. J. Bleach, Mr. P. Bye, Dr H. Christ, Dr. B. D. Cutler, Mr Stephen van Dulken, Mr Martin Hayes, Dr D.

Tankard, Mrs. H. Warne and Mrs. W. Walker be re-elected members of the Council for the ensuing year.

On the nomination of the Council, Mr. S. van Dulken was elected member of the Council for the ensuing year leaving one space open.

7. Appointment of Independent Examiner of the Society's accounts
RESOLVED that Mrs. A. Alderman be appointed Independent Examiner for the ensuing year.
8. Vote of thanks
Mrs. Walker thanked everyone for coming to the AGM and thanked Professor Short for chairing the meeting. She expressed her hope that people could stay on and attend the talks and book launch taking place after the meeting.
9. Any other business (time permitting)
No further business was raised.

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May 2018
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SUSSEX RECORD SOCIETY
(Founded 1901)

President: Professor Brian Short Ph.D

Vice-Presidents: C. R. Davey
P. Wilkinson

Literary Director: A. W. Foster, D.Phil., F.S.A., F.R.Hist.S.

Secretary: J. Mason

Treasurer: W. E. Pilfold D.Phil

Elected Members of the Council:

C. Adams, PhD	S. van Dulken
S. Berry, PhD	M. Hayes
J. Bleach	D. Tankard
P. Bye	W. Walker
H. Christ, PhD	H. Warne
B. D. Cutler, PhD	

117th Annual Report to be presented at the 118th Annual General Meeting, 2 June 2018.

AGM AND COUNCIL MEETINGS

The AGM on 3 June 2017 at Worthing Library was attended by 30 members and friends and proved a thoroughly enjoyable occasion – enhanced for many of us by the excellent lunch. We are most grateful to Mrs Walker, Mr Wilkinson, Mr Hayes and Ms Mason for the excellent arrangements. The AGM was followed by a book launch for Mr Wilkinson's *Chichester Archdeaconry Depositions, 1603-1608* and was accompanied by a talk from the author himself. The afternoon also saw the launch of Mr MacLeod's *Sussex Bibliography* which is now available through the SRS website. This was followed by an interesting talk about Dr Foster's forthcoming volume *Seventeenth Century Church Surveys*

At the 2017 AGM Mr Stephen van Dulken joined the Council.

During the year the Council has held three meetings with Mrs. Walker in the chair. The majority of the Council's discussion topics have been concerned with the production of commissioned volumes and the possibilities for new titles. Council has also discussed the ongoing development of the website, including the publication of volumes on the website and the *Sussex Bibliography*.

VOLUMES IN PROGRESS

The following volumes will be published this year:

Seventeenth Century Church Surveys, Andrew Foster and Joan Barham

The following volumes are in progress:

Brighton Mendicity Society, Andrew Bennett
A Sussex Bibliography (to be published online), Peter Macleod
Sussex Hearth Tax, Danae Tankard, in partnership with the British Record Society
Surveys of the Honour of Arundel 1566-70, Dr Adams
Sussex Church Notes by Sir Stephen Glynne, Dr Parsons

The Council has also commissioned one new volume:

Ralph Ellis First World War diaries, Sue Hepburn

BOOK LAUNCHES

As reported above, the Council is pleased to announce that Peter Wilkinson's *Chichester Archdeaconry Depositions, 1603-1608* was published in June and launched at the 2017 AGM as volume 97.

PROPOSED VOLUMES

The Council continues regular consideration of the potential of several proposed volumes.

The Council recognizes a need to encourage more editors and volumes. If any member has any experience in reading old documents and would like to publish a source relating to Sussex history, or knows of a source that might merit a publication, please raise it with a member of the Council. As well as full-length volumes, we welcome suggestions for shorter items that may eventually be placed in a 'miscellany' or on the website. The Society is happy to work with a range of editors and would particularly encourage young scholars who have produced research theses on material likely to be of interest to our readers. This would have the merit of bringing both material and new research to their attention.

THE SOCIETY'S WEBSITE (www.sussexrecordsociety.org)

The site continues to grow and flourish. Some material has already been published on the website, such as Mr Pratt's supplement to his *Winchelsea Poor Law Records* volume and Mr MacLeod's *Sussex Bibliography* is now available on the website. It is planned to publish further material on the site to accompany future volumes, as well as Society documents such as the annual accounts. There is also now the facility to join the Society online.

Orangeleaf Systems Ltd continue to manage the website.

SALES AND STOCK

34 volumes were sold during 2016 by the Assistant Secretary at Barbican House, and through the SAS Barbican House Bookshop and the West Sussex Record Office Bookstall. Additional volumes were sold at the launches of *Littlehampton School Logbooks* and *The Letters of Richard Collier of Hastings*.

MEMBERSHIP

At 31 December 2016 the register contained 169 individual and 46 institutional members.

We welcome the following who have joined since the last report (to the end of 2016): Ms H Glass of Hove, Mr M Hayes of Rustington, Ms V Moloney of Bromley, Mrs C Pengelley of Lewes, Ms Y Postles of Crawley, Mr B Seamons of Cowfold, Mr C Smith of Lewes, Mr D Wightman of Faygate.

FINANCE

The Treasurer writes that the main expenditure this year had been the production and distribution of volumes. It is anticipated that this year will see further expenditure on volumes.

Mrs. W. Walker

Chairman of the Council

April 2017

SUSSEX RECORD SOCIETY
Year Ended 31 December 2017

RECEIPTS AND PAYMENTS ACCOUNT

	Note	<u>2016</u>	<u>2017</u>
RECEIPTS		£	£
Subscriptions	2	2,839.00	4,065.00
Donations		146.50	196.00
Sales		995.60	744.48
Post and packing re sales		144.48	78.00
Investment income	3	2,636.94	2,461.39
Sundry		-	
Total receipts		6,762.52	7,544.87
PAYMENTS			
Direct charitable expenditure	4		
Cost of publications		13,452.28	6,950.85
Public website costs		1,620.00	1,980.00
Total direct charitable expenditure		15,072.28	8,930.85
Bank charge re foreign receipt		6.00	1.25
PayPal fees on sales		16.19	17.63
Post and packing on sales, review copies etc.		82.69	384.54
Management and administration	5	2,477.17	2,534.76
Invested in COIF		-	-
Total Payments		17,654.33	11,869.03
EXCESS OF EXPENDITURE OVER INCOME for the year		- 10,891.81	- 4,324.16
Balances at bank at the start of the year		61,431.59	50,539.78
Balances at Bank at the end of year		50,539.78	46,215.62

SUSSEX RECORD SOCIETY
Year Ended 31 December 2017

STATEMENT OF ASSETS AND LIABILITIES

		<u>2016</u>		<u>2017</u>
	£	£	£	£
BANK BALANCES				
Barclays Bank Current Account	4,547.75		3,762.20	
Barclays Bank Deposit Account	6.60		6.60	
COIF Deposit Account	<u>45,985.43</u>	50,539.78	<u>42,446.82</u>	46,215.62
INVESTMENTS	6			
COIF Fixed interest fund		26,643.00		26,566.10
COIF Investment fund		40,236.97		42,757.00
CURRENT ASSETS				
Stock	7	<u>2,216.23</u>		<u>1,379.36</u>
TOTAL NET ASSETS		<u>119,635.98</u>		<u>116,918.08</u>
TOTAL FUNDS at 1 January 2017		123,420.58		119,635.98
Less Excess of payments over receipts	- 10,891.81		- 4,324.16	
Add Unrealised inc in value of investments	4,890.98		2,443.13	
Less Movement in value of stock	2,216.23		<u>- 836.87</u>	
Net Decrease in total funds		<u>- 3,784.60</u>		<u>- 2,717.90</u>
TOTAL FUNDS at 31 December 2017		<u>119,635.98</u>		<u>116,918.08</u>

NOTES TO THE ACCOUNTS

1 Accounting Policy

The accounts of the Sussex Record Society are prepared on a receipts and payments basis, where the Receipts and Payments Account reflects the movements in cash balances during the year. This method of accounting is deemed by the Charity Commission to be appropriate for a charity of this size.

2 Subscriptions

Analysis of subscriptions received is as follows:

	Total	<u>re: 2015/6</u>	<u>re: 2017</u>	<u>re: 2018</u>
Individual	2,280.00	144.00	2,076.00	60.00
Institutions	<u>1,785.00</u>	<u>720.00</u>	<u>615.00</u>	<u>450.00</u>
	<u>4,065.00</u>	<u>864.00</u>	<u>2,691.00</u>	<u>510.00</u>

3 Investment Income

This consists of interest and distributions received as follows:

	<u>2016</u>	<u>2017</u>
COIF Deposit Account	229.83	103.14
COIF Fixed Interest Account	1,061.20	905.47
COIF Investment Fund	<u>1,345.91</u>	<u>1,452.78</u>
	<u>2,636.94</u>	<u>2,461.39</u>

SUSSEX RECORD SOCIETY

Year Ended 31 December 2017

4 Net Direct Charitable Expenditure

This is made up as follows:

	<u>2016</u>	<u>2017</u>
Payments for production of volumes	10,080.00	6,007.00
Cost of post and packing to members	<u>3,372.28</u>	<u>943.85</u>
	13,452.28	6,950.85
Public website development and maintenance costs	<u>1,620.00</u>	<u>1,980.00</u>
Total Direct Charitable Expenditure	<u><u>15,072.28</u></u>	<u><u>8,930.85</u></u>

5 Management and Administration Expenses

These consist of:

	<u>2016</u>	<u>2017</u>
Copying, stationery and postage	212.84	203.18
AGM costs	423.75	354.00
Less members contributions	255.00	168.75
		375.00 - 21.00
British Record Society affiliation fee	60.00	70.00
Independent Examiners fee	100.00	120.00
Storage expenses	1,046.82	1,046.82
Clerical assistance	590.00	691.75
Meeting room hire	25.00	25.00
Charity Trustee Insurance	273.76	271.61
Leaflets		107.00
Gift to retiring Council member		20.40
	<u>2,477.17</u>	<u>2,534.76</u>

6 Investments - COIF

The COIF Fixed Interest and Investment Fund holdings are shown at the year-end valuations provided by COIF.

The movement over the year for each holding was as follows:

		<u>2016</u>		<u>2017</u>
COIF Fixed Interest Account	increase	1,374.54	decrease -	76.90
COIF Investment fund	increase	<u>3,516.44</u>	increase	<u>2,520.03</u>
Net movement of all funds for the year	decrease	<u><u>£ 4,890.98</u></u>	increase	<u><u>£ 2,443.13</u></u>

7 Stock

The Society's stock of unsold volumes is shown valued at the lower of cost or retail price in the Statement of Assets and Liabilities for the end of the year in which the costs were incurred. The society holds a stock of volumes from earlier years which are not shown on the accounts as they are considered to be obsolete stock.

SUSSEX RECORD SOCIETY

Year Ended 31 December 2017

8 Forward Commitments

The Society is committed to publishing volumes in respect of subscription years 2016 and 2017 at an estimated cost of £14,000. Further volumes have been formally commissioned by the Society for publication against 2018 and later subscriptions at an estimated cost of £35,000. A commercial supplier for the management and hosting of the Society's website has been appointed - there is an ongoing commitment for website hosting and updating services of £1548 p.a.

Dr William Pilfold
Honorary Treasurer
Date: 20 January 2018