

OXFORDSHIRE RECORD SOCIETY

AGM 2020

The Covid-19 pandemic and the consequent and continuing restrictions and uncertainties mean that we will not be able to hold a conventional AGM this year. We will hope to return to the planned venue, Banbury Museum, in the future. This year, as agreed by the Council, we are circulating all the AGM 2020 papers including officers' reports, the accounts, and the minutes of last year's AGM.

If you have any questions arising from them please contact the Secretary, Jayne Todd, by email: secretary@oxrecsoc.org.uk

Or by post:

Oxfordshire Record Society, Oakdene, New Inn Road, Beckley, Oxfordshire OX3 9TZ

If we do not hear from you by **September 25th**, the AGM date previously published, we will assume that you are content to adopt the accounts and the reports, and that the Independent Examiner for the accounts, and the officers and Trustee/Council members will be elected to serve for the coming year and for the terms shown.

Kate Tiller

Chair, Oxfordshire Record Society

1. Papers for the 2020 AGM

OXFORDSHIRE RECORD SOCIETY
Registered Charity No. 209808

Minutes of the Annual General Meeting held in the Christopher Cox Room, New College, Oxford at 2pm on Friday 6 September 2019

The President, Tim Stevenson, the Lord-Lieutenant of Oxfordshire, took the chair. 26 members were present.

1. Introduction. The President noted that this was the centenary AGM of the Society, the inaugural meeting of which had been held on 22 January 1919, also at New College. The Society was most grateful to the College for again hosting ORS. Kate Tiller (Chair, ORS) touched on some of the early history of ORS and its connections with New College before displaying the original minute book of 1919 and a copy of the Society's first published volume, *The Edwardian Inventories of Church Goods*, edited by Rose Graham.

The deaths of five members since the last AGM were noted: Kenneth Ridley; Dr David Booth; Gillian King; Alan Watkins; Red Dr Ronald Pugh.

The President welcomed a new member of the Council, Professor William (Bill) Gibson.

2. Apologies for absence were received from 28 members.

3. Minutes of the AGM held on 14 September 2018 were accepted as a true record and signed the chair.

4. Matters arising from the minutes. There were none.

5. Officers' annual reports.

Kate Tiller highlighted from the pre-circulated reports:

The publication of Volume 72 in autumn 2018 had marked the beginning of the Society's partnership with Boydell and Brewer. The volume had been well-received. Vol. 73, *The Parish in Wartime*, edited by Mark Smith will be published on 18 October 2019.

The contract with Boydell and Brewer was subject to annual review and had been extended by the ORS Council for a further year.

Centenary events: the symposium held at the Soldiers of Oxfordshire Museum, Woodstock in June 2019 had been successful. A further event was scheduled for 11 February 2020, a joint lecture with the Oxfordshire Architectural and Historical Society, to be delivered by Professor Mark Bailey on *Manorial Records as a Source for English (and Oxfordshire) History*.

The Society's objectives for the next year include enhancing the ORS website, electronic publishing and increasing the number of members.

There were no other matters arising from the reports of the Chair, Secretary and Editorial Committee.

6. Annual financial report and statement of receipts and payments

The report and statement had been independently examined by Tony Cooper. There were no matters arising. The report and statement were unanimously agreed.

The President thanked the Secretary, Paul Gaskell, for his work over the past year and proposed an honorarium of £500. This was agreed unanimously.

7. Confirmation of President, Hon. Life Vice-Presidents and Council, and Election of Officer

Kate Tiller took the Chair for the proposal of Tim Stevenson as President for 2019-20. This was seconded by Simon Townley. Tim Stevenson was unanimously re-elected and returned to the Chair.

It had been proposed by the Council that the previous position of Vice-President be discontinued and replaced by Honorary Life Vice-President. The following were proposed by the Council as Hon. Life Vice-Presidents: Lord Saye and Sele; David Vaisey; Sir Hugo Brunner; Robert Evans and Christopher Day.

This was agreed. The President paid particular tribute to Robert Evans who had served as the Society's Chair for seventeen years.

The following were confirmed as Council members for 2019-20:

Kate Tiller (Chair); Oliver Cox; William Gibson; Deborah Hayter; Mark Priddey; Gordon Risius; Adrienne Rosen; Simon Townley.

The President congratulated Kate Tiller on receiving the OBE in the New Year Honours 2019. The award was richly deserved and long overdue.

The Council had proposed Paul Gaskell for re-election as Hon General Secretary and he was returned unopposed.

8. Revision of the Constitution

A revised constitution and explanatory note had been circulated to members with the agenda. There were no matters arising. The adoption of the revised constitution was agreed unanimously.

The President thanked Kate Tiller, Paul Gaskell and particularly Gordon Risius for their work in drafting the revised constitution.

9. 2020 AGM arrangements

The Secretary proposed that the meeting be held on Friday 25 September 2020 at Banbury Museum. This was agreed.

10. Any other business

The President thanked those attending and welcomed Mrs Jennifer Thorp, New College archivist who introduced the archives and a splendid display of original documents, maps and images from the collections and relating to Oxfordshire. Members then visited the Warden's lodgings where the Warden, Miles Young, gave us a tour of the historic building before adjourning to the garden, surrounded by

some of Oxford's finest buildings, for tea. This was a fine end to a memorable centenary occasion.

Reports for 2019/20

2. From the Chair

During 2019-20 the Society has continued to concentrate on its two main aims, of ensuring the annual publication of a high quality, edited volume of Oxfordshire records and of encouraging awareness, understanding and protection of such vital evidence.

The first volume of our second century, *Medieval Inscriptions. The Epigraphy of the City of Oxford*, will be published at the end of August. It marks a return to medieval subjects, after a number of twentieth-century volumes, a welcome indication of the wide range of the Society's work. The significance of our volumes for both Oxfordshire and wider audiences has been encouragingly demonstrated. For example, the Monumental Brass Society is offering copies of *Mediaeval Inscriptions* for sale to their members, whilst *The Local Historian* review of our 2019 volume, *The Parish in Wartime*, praises 'another beautifully produced annual publication', welcomes 'the innovative choice of twentieth-century visitation returns for publication, and identifies that one of the joys of *The Parish in Wartime* is its potential influence in encouraging other local historians to use parallel sources and consider comparing and contrasting results nationally'. As the editorial and publishing report shows, the future publication programme is securely in place and the publishing relationship with Boydell and Brewer is working well. Two special projects are also under consideration.

In February 2020 the final event associated with ORS's centenary took place. Professor Mark Bailey lectured on *Manorial Records as a Source for English (and Oxfordshire) History* to a packed audience in the lecture theatre at Rewley House. The theme tied in with the project to update Oxfordshire coverage in the Manorial Documents Register (MDR), a national catalogue now being put online. The lecture was a joint event with OAHS and we were delighted to collaborate with another Oxfordshire organisation with such complementary interests.

Looking ahead, ORS is aiming to help spread the word further about the MDR, and about other projects related to Oxfordshire records and their use. This is as part of current developments to its website and of an e-newsletter. These will improve the functionality and security of our online communications and enable us to offer additional and attractively presented services and information for members and the wider world. The first results will be seen from September 2020.

During the year the new subscription rates, approved last year, were introduced. The finance report assesses their impact, with some work to be done to get us all paying at the current rate. Whilst finances are steady, ORS needs more members. This is key to sustaining annual publications, developing enhanced activities, and enabling progress on additional projects like the digitisation of back volumes and a second

edition of the Historical Atlas of Oxfordshire. Please encourage others to join us in 2020-21.

Inevitably, planned meetings of Council and the Editorial Committee have been disrupted by Covid-19. An actual Council meeting took place in November and included a useful discussion of options for digitisation of back volumes. Since then it has been necessary to concentrate on the business described elsewhere in this report. This has been done by correspondence between Council members. All deserve thanks for their contributions and support in difficult times.

The final AGM paper, listing Officers and Council members/trustees for 2020-21 reflects some changes.

Amongst trustees, Oliver Cox has moved from Oxford and stood down. We thank him for his support and continuing good wishes. Mark Priddey, whilst no longer an individual trustee, happily continues as liaison between ORS and the Oxfordshire History Centre, offering advice as needed.

A number of new trustees have agreed to join the Council:

- Christopher Fance is chairman of the Oxfordshire Local History Association.
- Matthew Holford has been Tolkien Curator of Medieval Manuscripts, Bodleian Library since 2018.
- Lindsay McCormack is archivist Lincoln College and Magdalen College School. Keith Parry is a former research scientist, now local historian, and contributed to the Historical Atlas of Oxfordshire.
- Julian Reid is archivist of Merton and Corpus Christi Colleges.

Together with existing members, these new colleagues bring a welcome and impressive range of knowledge, contacts, ideas and experience to the Council.

In January Paul Gaskell resigned as General Secretary and we thank him for over four years of service in that role. The Council took opportunity to review the roles and duties of ORS's officers, particularly in terms of sharing work load, resilience and range of skills. We were fortunate in finding strong candidates for both secretary and treasurer and in June Council agreed to the recommended appointments, of Jayne Todd as Secretary and Keith Parry as Treasurer. Both are active in local history and also bring much relevant experience and skills, respectively as secretary/web manager and treasurer of other organisations.

Although sadly we cannot meet for the AGM as hoped, I am sure you will hear more and see some of the new faces in the forthcoming newsletter. For the time being we must rely on online communications and the arrival of the new volume for keeping ORS members in touch. 2019-20 has been a year of continuing achievements, Covid-19 notwithstanding. We aim and plan for more in the coming year.

3. Editorial and publication report

The Editorial Committee has continued to oversee a publication programme which now runs six years ahead, with further projects under consideration. EC membership during the year was:

- Elizabeth Gemmill, BA, MA, PhD, FRHistS
- Deborah Hayter, MA
- Adrienne Rosen, MA, DPhil
- Kate Tiller, OBE, DL, MA, PhD, FSA, FRHistS
- Simon Townley, BA, PGCE, DPhil, FSA

The first volume of ORS's second century turns to the middle ages following a run of twentieth-century subjects, a welcome illustration of the wide range of our work. *Volume 74, Mediaeval Inscriptions. The Epigraphy of the City of Oxford* is on schedule for publication in late August 2020. Inscriptions made in the mediaeval city and university of Oxford have come down to us in many forms and types of material. Some can be seen in their original context, such as the church or chapel as the donor intended; others have been moved to new locations; others survive only in the notes and drawings of long-deceased antiquaries. Now, for the first time, the richness and variety of mediaeval Oxford's epigraphy are revealed in a comprehensive catalogue of inscriptions from the twelfth century to the mid-sixteenth. The volume features a full scholarly introduction, a selection of illustrations (integrated in the text), and a series of indices to facilitate use of the catalogue.

Father Jerome Bertram FSA, the volume editor, sadly died in October 2019. He was a leading authority on monuments whose research and scholarship are widely known and admired. Epigraphy was a particular interest of his, and his knowledge of Oxford and Oxfordshire longstanding and deep. The Society is proud to be able to bring to publication these important examples of his work for the benefit of Oxfordshire historians, and mediaeval historians more generally. It is a measure of the significance of the volume beyond Oxford that the Monumental Brass Society has arranged for copies to be on sale to its members.

The publication has only been possible because of the help of Dr Elizabeth Gemmill, Associate Professor in History, University of Oxford and ORS's advising editor for this volume. Her support was much appreciated by Father Bertram, and following his death, she has gone on to see the text and illustrations safely through the press. Particular thanks are due to her. This will be the third ORS volume published with Boydell and Brewer and the partnership is going well. An annual editorial and production cycle has emerged, working well in 2020 despite the challenges of Covid-19.

The future publication programme will feature the following editions, planned for 2021, 2022 and 2023;

- Tony Hadland, Registers of the Oxford Catholic Mission,1700-1875;
- Martin Wellings, Oxfordshire Wesleyan Preachers' Books, 1830-1902;
- Jerome Bertram, Mediaeval Inscriptions. The Epigraphy of the County of Oxfordshire.

Further volumes on Charlbury British School edited by Barbara Allison, and Bampton Vestry Books, 1730-1858 are in development. Personal circumstances have meant that Lynda Haynes , who was editing the Bampton text has had to withdraw. A successor is being identified and we thank her for all the work already done. Thanks go to Elizabeth Gemmill, Bill Gibson, Kate Tiller and Simon Townley for their help as advising editors during the year.

4. 2019 accounts and financial report

Oxfordshire Record Society Statement of Receipts and Payments for the year ended 31 December 2019

2018	Receipts	2019	2018	Payments	2019
1774	Sale of Books	933	2040	Postage	118
3113	Subscriptions	3179	60	Stationery	7
317	Gift Aid	305	154	AGM Expenses	26
				Publications and	
29	Royalty fees PRS	0	10648	projects	4006
	Interest SW 7-day			Honorariums –	
3	Notice a/c	12	500	Secretary	500
	Interest SW 3-year			- Auditor	
63	fixed a/c	116	100		100
	Interest Cambridge BS				
7	2-year fixed a/c	0	261	Other Costs	1064
	Interest Barclays				
	Business Saver				
0	(reserve)	1			
1250	Grant income	2000			
6556	Total receipts	6546	13763	Total payments	5821
7207	Excess of payments over receipts 2018				
				Excess of receipts over payments 2019	725
<u>13763</u>		<u>6546</u>	<u>13763</u>		<u>6546</u>

(Continued..)

Opening cash & bank balances 1/1/2019		Closing cash & bank balances 31/12/2019	
Barclays current account	3935	Barclays current account	7532
Barclays Business Saver (reserve)	138	Barclays Business Saver (reserve)	139
Scottish Widows 7-day notice a/c	11596	Scottish Widows 7-day notice a/c	8723
Scottish Widows 3-year fixed 3.5%	17000	Scottish Widows 3-year fixed 3.5%	17000
	32669		33394
		Net cash movement 2019	725

Notes

1. Scottish Widows "7-day Notice a/c" now renamed as "Scottish Widows Charities Acc (No Notice) - Direct".
2. Scottish Widows "3-year fixed a/c" now renamed as "Scottish Widows FTB Maturity (Non-Personal)".
3. Interest automatically transferred from Scottish Widows 3-year fixed interest a/c to Scottish Widows 7-day notice a/c. The former matured in 2015, hence the modest amount of interest received.
4. Cambridge B.S. 2-year fixed 1.5% a/c was closed during the year ended 31 December 2018..
5. Grant income from Greening Lambourn Trust relates to publication of Volume 72.
6. "Postage costs" for year ended 31 December 2018 included the dispatch of Volume 71 in the sum of £668 and the dispatch of Volume 72 in the sum of £1112. The costs of dispatch of Volume 73 will feature in year ended 31 December 2020.
7. "Publications and projects" includes the first instalment of the costs connected with Volume 73, in the sum of £3960. The second instalment will feature in year ended 31 December 2020.
8. "Other Costs" includes:
 - a. the subscriptions paid by the society to BALH and FFHS, in respect of which the society receives insurance cover, publicity and legal advice
 - b. costs connected with the Centenary Symposium held at SOFO in June 2019.

Continued over...

Oxfordshire Record Society
Statement of Assets and liabilities at 31st December 2019

Assets		Liabilities
Cash at Bank - Unrestricted funds	7531	
Cash at Bank - Restricted funds	1	
Investment assets	25862	
Stock in books (estimated)	10000	
	43394	0
Assets over liabilities	£43394	

Notes

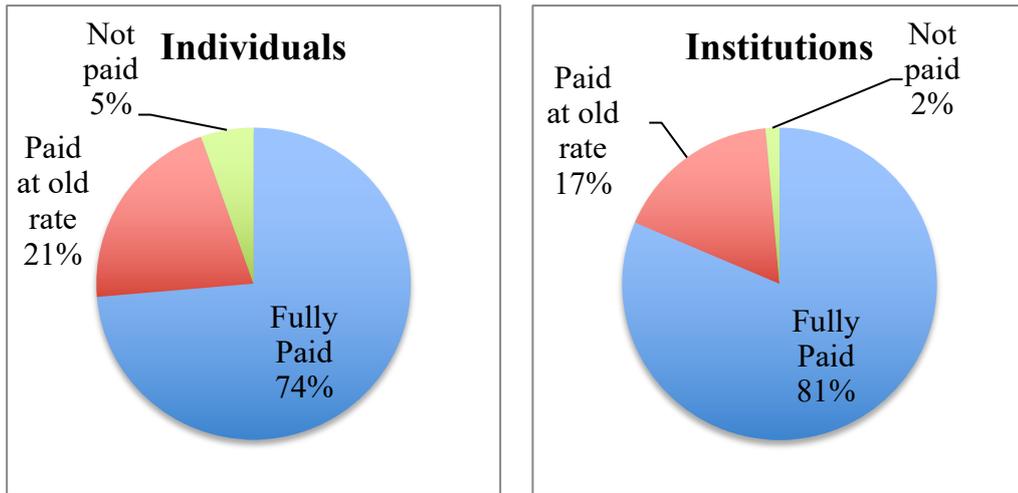
1. "Cash at Bank - Restricted funds" refers to contingent liability connected to our associate membership of FFHS.

Comments:

1. The overall picture shows last year to have been steady with the bottom line showing a balance of £33,394 (2018 £32,669).
2. The 2019 accounts have been completed and agreed by Independent Examiner; they have been submitted to the Charity Commission.
3. The Council recommends that the AGM approve that Tony Cooper be re-appointed as Independent Examiner for 2020-21, with an honorarium of £100.
4. Last Year saw the introduction of new subscription rates.

	UK £	Overseas £
Individual/Personal	18	25
Academic and Corporate	25	35

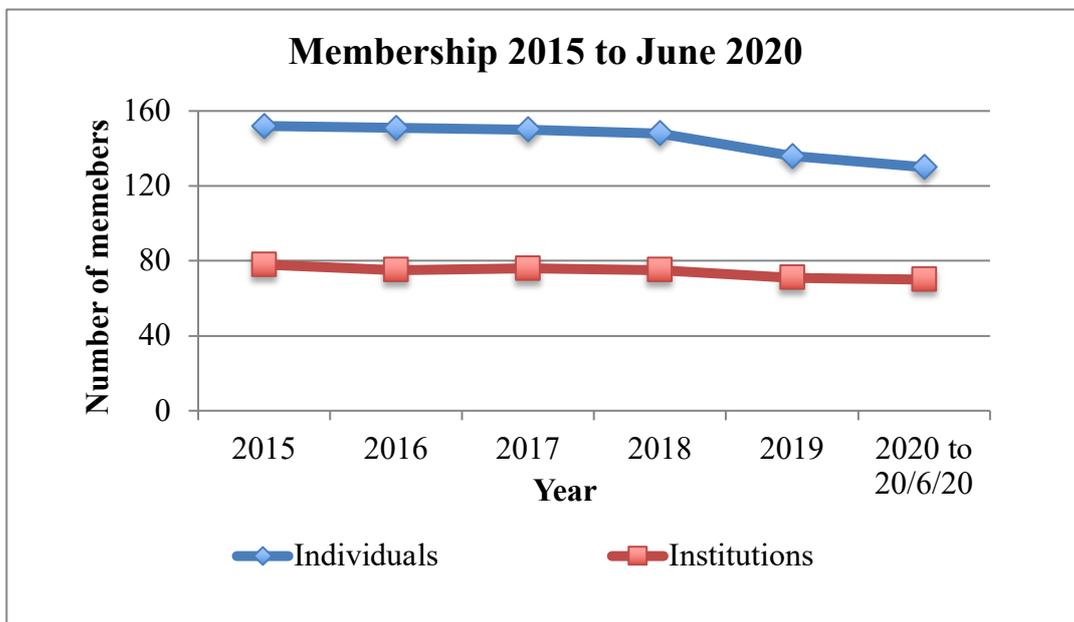
This included a copy of the annual publication from the Society. Regrettably, not all members have changed to the new subscriptions as is shown in the attached pie charts. The Council will be aiming to improve these figures for next year.



- We have subsequently received a grant of £1,500 towards publication costs from the Greening Lamborn Trust.

5. Membership

The membership record to June 2020 has continued its slow decline both for individual and institutional members. The Council will be seeking to reverse these trends in the coming year.



6. Proposed Officers and Council for 2020/21

President	Tim Stevenson, Lord Lieutenant of Oxfordshire
Hon Life Vice-President	Hugo Brunner
Hon Life Vice-President	Chris Day
Hon Life Vice-President	Robert Evans
Hon Life Vice-President	Lord Saye and Sele
Hon Life Vice-President	David Vaisey

Council

Chair of Council and Trustees Kate Tiller

Council Members and Trustees

Christopher Fance	Keith Parry
William Gibson	Julian Reid
Deborah Hayter	Gordon Risius
Matthew Holford	Adrienne Rosen
Lindsay McCormack	Simon Townley

Secretary Jayne Todd

Treasurer Keith Parry

The following related constitutional matters are proposed to the AGM and brought forward with the advice of our legal trustee, Gordon Risius and in the light of Charity Commission guidance.

a) Rotation of terms of office for trustees.

In 2019 the ORS AGM adopted an amended Constitution. This introduced terms of office for trustees, of three years in the first instance, with the possibility of a further three years. Beyond that a break of at least a year must be taken. These provisions will be introduced for the first time this year, and in order to avoid all Council members and trustees potentially coming up for election at the same time it is proposed, on this initial occasion only, to vary the length of opening terms for 2020 trustees, thereby creating a rotation for future years and fostering a healthy balance between change and continuity, experience and new blood amongst the trustees.

This approach was approved in principle by the Council in November 2019 and they now recommend that the specific result be achieved by varying the terms of trustees for 2020-21 in the following way, based broadly on length of pre-2020 service as an ORS trustee: Until 2023 Fance, Holford, McCormack, Reid, Gibson, Parry; until 2022 Rosen, Townley, Hayter, Risius, Tiller. All will be eligible after these terms to serve for a further 3 years. The individuals involved have been consulted and are content with the proposal.

b) Amendment to Constitution

Council recommends that in Clause 11c, regarding the appointment of the Treasurer, the phrase “who shall not be a trustee” be deleted.

This arises as a legacy of the recent practice of combining the Secretary’s and the Treasurer’s roles, to be held by one person who was not a trustee and who received an honorarium. We have now reverted to two separate roles, the Secretaryship remaining a non-trustee role with an attached honorarium, and the Treasurership open to a suitable candidate as recommended by the Council, which recommends Secretary and Treasurer to the AGM for formal appointment. Removal of the phrase allows the intended freedom to appoint a Treasurer who may, as in the case of the current nominee, Keith Parry, be a trustee, not receiving an honorarium.