

The English Place-Name Society  
Report and Financial Statements  
Year ended 31<sup>st</sup> December 2020  
Charity Number 257891

## **Report of the trustees for the year ended 31<sup>st</sup> December 2020**

The trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14.

## **Objectives and activities for the public benefit**

The purposes of the Society are the promotion of research into English Place-Names, and the dissemination of this research within and beyond academia. The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

## **Reference and administrative information**

### **Trustees**

Prof Richard Coates	President
Dr David Parsons	Hon. Director
Dr Jayne Carroll	Hon. Secretary
Mrs Andrea Ellis	Hon. Treasurer

### **Principal Office**

Institute for Name-Studies  
School of English  
University of Nottingham  
Nottingham NG7 2RD

### **Independent Examiner**

Howard Baker FCA , Bournemouth

## **Review of our achievements and performance**

See Report of the Hon Director

## **Financial review**

See Report on the accounts

## **Reserves**

The charity has an informal policy of holding a proportion of our income in investments, to ensure continuity in the event of a large variation in income and also to generate additional income from dividends to contribute to our ongoing costs.

## **Structure, governance and management**

The Society is a registered charity, number 257891, and ruled by a constitution dated 16<sup>th</sup> July 1997, revised July 2012. New trustees are appointed by the council members and serve for five years after which they may put themselves forward for re-appointment. The trustees consist of the President, Hon. Director, Hon. Secretary and Hon. Treasurer of the Society. Formal meetings of the trustees and council members are held twice a year to agree the broad strategy and areas of activity for the Society.

Approved by the trustees on .....*29 Sept*.....2021 and signed on their behalf by:



A Ellis

Andrea Ellis Hon Treasurer



### *Report of the Honorary Director of the Survey, 2020-21*

It is a sad duty to have to begin this report with notice of the passing of John Freeman, the Society's long-standing editor for Herefordshire. John was a meticulous and insightful scholar, generous in giving his time and sharing his materials and opinions; he was also very good company. He is much missed. John's work on Herefordshire's major names was at an advanced stage of preparation and it is the intention to bring it to publication in the Survey series as soon as possible.

Another sad loss, at the very beginning of this reporting period, was Professor Jim Wilkes, whose generous benefactions in recent years have been so helpful to the work of the Society and Survey.

As in 2019–20, so this year we have managed to publish two volumes of the Survey. Both continue the Shropshire series begun by the late Dr Gelling, and are the fruits of the project funded by the Arts and Humanities Research Council to organise and add to her collection of materials and bring the work to publication. Part **8**, by Dr Carroll and Dr Baker, covers the town of Ludlow and surrounding parts of the south of the county, and Part **9**, by Dr Cavill, covers the area of Chirbury and Bishop's Castle in the west. The editors are to be congratulated both for their scholarship and for their sterling efforts in getting the books out despite the continuing restrictions due to the pandemic. Unfortunately, with archives and libraries shut, it proved impossible to make the progress intended on the volume for Oswestry area, and the Hon. Director diverted his efforts into a separate but related work, *Welsh and English in Medieval Oswestry*, which is now at press. The conventional Survey volume will follow as soon as possible, leaving two to complete the series: one on Clun hundred in the south-west, and the other containing the general introduction and apparatus.

Elsewhere collection and analysis of material has continued, as far as conditions have allowed, in Cornwall (Dr Padel), Kent (Dr Cullen), Lancashire (Prof. Insley) and Hampshire (Prof. Coates). The gathering of materials towards future work on Staffordshire has had to be paused for much of the year, but it is pleasing to report that a new volunteer co-ordinator has recently been appointed to the Staffordshire Record Office and that volunteer collection will resume – under the guidance of Nottingham staff and PhD students – from November 2021. This is work generously funded by the British Academy.

Beyond the main Survey series, progress continues on single-volume treatments of Somerset and Northumberland, and the Society this year published *An Index to Personal Names in English Place-Names* by Dr Briggs. *Journal* 51 for 2019, edited by Dr Cavill and Dr Gregory, also came out, and *Journal* 52 is by now in the final stages of preparation.

As ever, I record the Society's deep gratitude to the staff and students at the University of Nottingham's Institute for Name-Studies, and to their hosts, the School of English Studies. Mrs Christine Hickling, our Administrator, and Mrs Andrea Ellis, our Treasurer, remain key to the smooth-running of the operation.

Fundamental also are the support and funding we have had over the years from the Arts and Humanities Research Council (and its predecessors), together with the British Academy. Indeed, our relationship with the latter goes right back to the foundation of the Society. Plans are taking shape to celebrate the centenary in 2023.

**David Parsons**

University of the Wales Centre for Advanced Welsh and Celtic Studies,  
Aberystwyth, September 2021

**ENGLISH PLACE-NAME SOCIETY**  
**Statement of Financial Activities : Year to 31 December 2020**

**General Fund**

	12 mths to 31 Dec 2020 Unrestricted Funds	12 mths to 31 Dec 2019 Unrestricted Funds
<i>Income</i>	£	£
Subscriptions for Current Year	13,819	13,933
Investment Income	1,810	2,715
Royalties	556	602
Donations	3,308	2,873
Sales of Journals	45	78
Other income	498	146
	<u>20,036</u>	<u>20,347</u>
<i>Expenditure</i>		
Production of Journal 52(51) Estimated	2,000	2,000
Under/ (Over)provision for production of Journal 51(50)	<u>(549)</u>	<u>(250)</u>
	1,451	1,750
<i>Office and Admin Expenses</i>		
Administrator	4,753	6,822
Accountancy and Management	2,100	2,100
Office Costs Maintenance and Travel	3,442	3,507
Research Costs	1,836	1,645
Essay prizes	0	350
Audit fee	<u>100</u>	<u>100</u>
	12,231	14,524
Bad Debts written off less recovered	352	0
Depreciation	<u>95</u>	<u>106</u>
	<u>14,129</u>	<u>16,380</u>
Excess of income over expenditure	<u>5,907</u>	<u>3,967</u>

**ENGLISH PLACE-NAME SOCIETY**  
**Statement of Financial Activities: 12 months ended 31 Dec 2020**

**Publications Fund**

	12 months to 31 Dec 2020 Unrestricted Funds		12 months to 31 Dec 2019 Unrestricted Funds	
	£	£	£	£
Net sales of publications		8,094		11,629
Transfer from provision for previous years volumes		42,684		14,560
Net cost of publications sold		(9,840)		(7,455)
Gross Profit		<u>40,938</u>		<u>18,734</u>
Staff Costs				
Publications officer		(4,753)		(6,822)
Excess of income over expenditure		<u>36,185</u>		<u>11,912</u>

**Appropriation Account for the 12 mths ended 31 Dec 2020**

	12 months to 31 Dec 2020 Unrestricted Funds		12 months to 31 Dec 2019 Unrestricted Funds	
	£	£	£	£
Excess of income over expenditure				
Publications		36,185		11,912
General		5,907		3,967
<i>Net excess of income over expenditure</i>		<u>42,092</u>		<u>15,879</u>
Transfer of subscriptions to provision for publication of current years volume		(13,819)		(13,933)
<i>Surplus/(loss) for year</i>		<u>28,273</u>		<u>1,946</u>

**ENGLISH PLACE-NAME SOCIETY**  
**Balance Sheet as at 31 December 2020**

	31.12.20			31.12.19	
	Unrestricted		Restricted	Total	
	£	£	£	£	£
<i>Fixed assets</i>					
Cost or Valuation	40,047			40,047	
Depreciation	(37,200)			(37,200)	
		<u>2,847</u>		<u>2,847</u>	2,942
<i>Investments</i>					
At Valuation , 1 April 1990 or later cost		<u>13,634</u>		<u>13,634</u>	<u>13,634</u>
(Market Value £139,727) (Dec 19 £121,664)		16,481		16,481	16,576
<i>Current Assets</i>					
Stock	101,786			101,786	100,467
Debtors	2,966			2,966	2,466
Bank	28,082			28,082	31,940
Prepayments	0			0	0
	<u>132,834</u>			<u>132,834</u>	<u>134,873</u>
<i>Current Liabilities</i>					
Creditors and accrued expenses	(8,940)			(8,940)	(10,143)
Subscriptions received in advance	(909)			(909)	(1,248)
Deferred grant income	0		(3,000)	(3,000)	(3,000)
	<u>(9,849)</u>		<u>(3,000)</u>	<u>(12,849)</u>	<u>(14,391)</u>
Net current assets		<u>122,985</u>	<u>(3,000)</u>	<u>119,985</u>	<u>120,482</u>
Total net assets		<u>139,466</u>	<u>(3,000)</u>	<u>136,466</u>	<u>137,058</u>
<i>Financed by</i>					
<i>Members funds</i>					
Accumulated Fund as at 1 Jan	97,374		(3,000)	94,374	92,428
Surplus for period ended 31 Dec	<u>28,273</u>		<u>(3,000)</u>	<u>28,273</u>	<u>1,946</u>
		125,647		122,647	94,374
<i>Provision for Publication of Volumes</i>					
For previous years	0			0	28,751
For current year	<u>13,819</u>			<u>13,819</u>	<u>13,933</u>
		<u>13,819</u>			<u>42,684</u>
		<u>139,466</u>	<u>(3,000)</u>	<u>136,466</u>	<u>137,058</u>

# ENGLISH PLACE-NAME SOCIETY

## Schedule of Movements on Fixed Assets for the year ended 31 Dec 2020

	Office Machinery	Furniture and Fixtures	Library	Olof von Feilitzen Collection	Total
<b>Cost or Valuation</b>					
As at 1.1.2020	29376	1426	7245	2000	40047
Additions in year					
Disposals in year					
As at 31.12.2020	29376	1426	7245	2000	40047
<b>Depreciation</b>					
As at 1.1.2020	29376	1410	6319	0	37105
Provided in year	0	2	93	0	95
Written off on disposals					0
As at 31.12.2020	29376	1412	6412	0	37200
<b>Net book value as at 31.12.2019</b>	0	16	926	2000	2942
<b>Net book value as at 31.12.2020</b>	0	14	833	2000	2847

**English Place-Name Society**  
**Notes to the Accounts for the year to 31 December 2020**

**1. Accounting Policies**

**General**

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

**Depreciation**

Depreciation is provided on a reducing balance basis at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:-

Office Machinery	50% per annum
Furniture and Fixtures	15% per annum
Library	10% per annum

**2. Donations and Grants**

	<b>Year to 31 Dec 2020 £</b>	<b>Year to 31 Dec 2019 £</b>
Donations and Legacies	3,308	2,873

**3. Management and administration of the Charity**

	<b>Year to 31 Dec 2020 £</b>	<b>Year to 31 Dec 2019 £</b>
Independent Examination Fee	100	100

**4. Employees' Remuneration**

Total remuneration for the period amounted to £9,506.  
The average numbers of paid staff for the year were:

Administration staff	1 part time employee
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**5. Trustees' expenses and remuneration**

No reimbursements were made to trustees of the society in the period (year to 31 Dec 2019 £0). The Society's treasurer received £2,100 (year to 31 December 2019 £2,100) from the charity's funds in relation to her work on the financial affairs and accounts preparation for the Society.



## **Report on the accounts for the year ended 31 December 2020**

The accounts for the period ended 31 December 2019 have been reviewed by our independent examiner, Mr Howard Baker. He will soon commence his review of the accounts for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### *Comparison of results for the years ended 31 December 2020 and 31 December 2019*

#### **Publications Income and Expenditure Account**

During the calendar year 2020, the Society published the next three volumes, The Place-Names of Dorset Part 5 and Shropshire parts 8 and 9. Despite the effects of the pandemic resulting in the closure of the EPNS offices for nearly half of the year, the sales of publications total was surprisingly healthy at £8094, a reduction of 30% on the previous year but that figure in turn was unusually high showing an increase of over 60% in comparison with 2018 sales.

#### **General Income and Expenditure Account**

Subscription income of £13,819 showed a negligible decrease compared to the previous year (£13,933) reflecting a minor reduction in membership numbers. Our other main sources of income for the year were royalties (£556), investment income (£1,810), and donations (£3,308).

Total expenditure for the Society of £12,431 showed a decrease on the previous year (£14,524), mainly due to lower expenditure on staff costs as a result of the government's furlough scheme.

The overall position on the General Fund showed a surplus for the year of £5,708, compared to £3,967 in 2019. The higher surplus for this year reflects steady income levels but lower costs as mentioned above.

#### **Balance Sheet**

The market value of the investments stood at £139,727 at the end of 2020, showing a significant increase on the previous year's value of £121,664. The EPNS investment valuation has experienced fluctuations over the past couple of years, reflecting the instability in financial markets due to uncertainty over Brexit and the impact of the pandemic. However at the time of writing the shares had increased further in value (£152,189). Our bank balance shows a healthy surplus of £28,082 which is particularly pleasing as we have made excellent progress this year on reducing our backlog of volume publications and the financial outlay that involves.

#### **General Position**

The financial outlook for 2021 is uncertain, with the main concerns being the impact of our departure from the EU and the effect on membership and book sales to EU countries, and also the continuing unknown path of the pandemic. However the Society is in a strong financial position to face any storms ahead.

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ENGLISH PLACE NAME SOCIETY

I report on the accounts of The English Place-Name Society for the year ended 31<sup>st</sup> December 2020.

## *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 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, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and to 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 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 you as 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 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 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Howard Baker FCA

Relevant professional qualification or body: Chartered Accountant

Address: 25 Cecil Road, Bournemouth, BH5 1DX

Date: 20/8/21