

The English Place-Name Society  
Report and Financial Statements  
Year ended 31<sup>st</sup> December 2021  
Charity Number 257891

## **Report of the trustees for the year ended 31<sup>st</sup> December 2021**

The trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2021. 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 13<sup>th</sup> Sept 2022 and signed on their behalf by:



A Ellis

Andrea Ellis Hon Treasurer



*Report of the Honorary Director of the Survey, 2021-22*

This year has been a quiet one in terms of publication, by comparison with the flurry of four Survey volumes and various additional works that appeared in the previous two years. The core work of the Survey, of course, involves the patient collection and collation of materials from many sources, published and unpublished, which takes a considerable investment of time. Progress is being made on collections for Cornwall (Dr Padel), Hampshire (Prof. Coates, noting particular momentum on the Isle of Wight), Kent (Dr Cullen) and Lancashire (Prof. Insley), and work towards single-volume publications for Northumberland and Somerset remains in hand under the supervision of Prof. Whaley and Ms Scherr respectively. Work on the final three volumes of the Survey of Shropshire, based on the late Margaret Gelling's collections, also continues, and the Director's related publication on *Welsh and English in Medieval Oswestry* should appear before the end of 2022.

Steps are also being taken towards the editing and publication of the late John Freeman's work on Herefordshire, and towards a funded project on Staffordshire names (on which see further below). Similarly we are looking to apply to funding bodies for support towards a project on the place-names of the Isles of Scilly, building on the collections of the late Prof. Charles Thomas: if successful, this would form the first regional volume of the Survey of Cornwall.

Work on gathering material for the Staffordshire Survey recommenced late in 2021 with the appointment of a new volunteer coordinator at the Staffordshire Record Office, Melanie Williamson, generously funded by the British Academy. In connection with the Staffordshire work, possibilities for the future digital presentation of our research are being investigated. At the Council meeting in May 2022 Mrs Abigail Lloyd, a PhD student at the University of Nottingham, demonstrated a platform (ArcGIS Web AppBuilder) which appeared extremely promising. Further meetings to discuss the use of such technology are planned later in 2022, with a view to presenting firm plans for the digital development of the Survey to Council in the Spring, and then to the AGM in 2023.

One published work that did appear in 2022 is a revised online version of Keith Briggs, *An Index to Personal Names in English Place-Names*, available at <https://www.nottingham.ac.uk/research/groups/epns/documents/briggs-an-index-to-personal-names-in-english-place-names.pdf>. In addition *Journal* 52 for 2020 was published, and *Journal* 53 is now in an advanced stage of preparation. Our thanks are due to the editors Paul Cavill and Rebecca Gregory, and reviews editor Chloe Colla. More generally, the staff and students at the University of Nottingham's Institute for Name-Studies, and their hosts, the School of English, continue to offer key support for our work. We owe a great debt of gratitude to Mrs Christine Hickling, our Administrator,

who looks after the day-to-day running of the operation, and to Mrs Andrea Ellis, our Treasurer, who keeps everything above board.

Finally it is important to acknowledge the support we have had over the years from the Arts and Humanities Research Council (and its predecessors), and the British Academy, which has been at our back since the very beginning. Next year's AGM will be combined with an event at the Academy celebrating one hundred years of the Society's researches into English place-names.

**David Parsons**

University of Wales Centre for Advanced Welsh and Celtic Studies,  
Aberystwyth, August 2022

## **Report on the accounts for the year ended 31 December 2021**

The accounts for the period ended 31 December 2020 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 2021. 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 2021 and 31 December 2020*

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

During the calendar year 2021, the Society published a book in the supplementary series, An Index to Personal Names in English Place-Names, and journal 52. The sales of publications were steady totalling £7,208, a small decrease on the previous year (£8,094).

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

Subscription income of £13,405 showed a small decrease compared to the previous year (£13,819) reflecting a minor overall reduction in membership numbers. Our other main sources of income for the year were royalties (£429), investment income (£3,133), donations (£539) and licensing revenue (£670).

Total expenditure for the Society of £15,200 showed an increase on the previous year largely due to lower expenditure on staff costs in 2020 as a result of the government's furlough scheme.

The overall position on the General Fund showed a small surplus for the year of £1,102, compared to £5,907 in 2020. The lower surplus for this year reflects a combination of lower income and higher expenditure as mentioned above.

#### **Balance Sheet**

The market value of the investments stood at £172,226 at the end of 2021, showing a large increase on the previous year's value of £139,727. The EPNS investment valuation has experienced significant fluctuations over the past couple of years, reflecting the instability in financial markets due to the impact of the pandemic and more recently the war in Ukraine. At the time of writing the shares had decreased dramatically in value (£128,347). However our bank balance shows a healthy surplus of £28,613 which is a similar level to the previous year, so we are unlikely to have to sell any of our investments in the foreseeable future.

#### **General Position**

The financial outlook for 2022 is uncertain, with the main concern being the impact of rising prices on our running and distribution costs. However the Society is in a relatively strong financial position and we have recently reviewed our postage rates to reflect the increasing costs we face.

Nottingham  
April 2022

Andrea Ellis

**ENGLISH PLACE-NAME SOCIETY**  
**Statement of Financial Activities : Year to 31 December 2021**

**General Fund**

	12 mths to 31 Dec 2021 Unrestricted Funds	12 mths to 31 Dec 2020 Unrestricted Funds
<i>Income</i>	£	£
Subscriptions for Current Year	13,405	13,819
Investment Income	3,133	1,810
Royalties	429	556
Donations	539	3,308
Sales of Journals	142	45
Other income	670	498
	<u>18,318</u>	<u>20,036</u>
<i>Expenditure</i>		
Production of Journal 53(52) Estimated	2,000	2,000
Under/ (Over)provision for production of Journal 52(51)	<u>(164)</u>	<u>(549)</u>
	1,836	1,451
<i>Office and Admin Expenses</i>		
Administrator	6,733	4,753
Accountancy and Management	2,220	2,100
Office Costs Maintenance and Travel	3,775	3,442
Research Costs	2,372	1,836
Essay prizes	0	0
Audit fee	<u>100</u>	<u>100</u>
	15,200	12,231
Bad Debts written off less recovered	95	352
Depreciation	85	95
	<u>17,216</u>	<u>14,129</u>
Excess of income over expenditure	<u>1,102</u>	<u>5,907</u>

**ENGLISH PLACE-NAME SOCIETY**  
**Statement of Financial Activities: 12 months ended 31 Dec 2021**

**Publications Fund**

	12 months to 31 Dec 2021 Unrestricted Funds		12 months to 31 Dec 2020 Unrestricted Funds	
	£	£	£	£
Net sales of publications		7,208		8,094
Transfer from provision for previous years volumes		0		42,684
Net cost of publications sold		<u>(3,381)</u>		<u>(9,840)</u>
Gross Profit		3,827		40,938
Staff Costs				
Publications officer		(6,733)		(4,753)
Excess of income over expenditure		<u>(2,906)</u>		<u>36,815</u>

**Appropriation Account for the 12 mths ended 31 Dec 2021**

	12 months to 31 Dec 2021 Unrestricted Funds		12 months to 31 Dec 2020 Unrestricted Funds	
	£	£	£	£
Excess of income over expenditure				
Publications		(2,906)		36,815
General		<u>1,102</u>		<u>5,907</u>
Net excess of income over expenditure		(1,804)		42,092
Transfer of subscriptions to provision for publication of current years volume		(13,405)		(13,819)
Surplus/(loss) for year		<u>(15,209)</u>		<u>28,273</u>

**ENGLISH PLACE-NAME SOCIETY**  
**Balance Sheet as at 31 December 2021**

	31.12.21			31.12.20	
	Unrestricted		Restricted	Total	
	£	£	£	£	£
<i>Fixed assets</i>					
Cost or Valuation	40,047			40,047	
Depreciation	<u>(37,285)</u>			<u>(37,285)</u>	
		2,762			2,847
<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 £172,226) (Dec 20 £139,727)		16,396		16,396	16,481
<i>Current Assets</i>					
Stock	98,945			98,945	101,786
Debtors	1,310			1,310	2,966
Bank	28,613			28,613	28,082
Prepayments	<u>0</u>			<u>0</u>	<u>0</u>
	<u>128,868</u>			<u>128,868</u>	<u>132,834</u>
<i>Current Liabilities</i>					
Creditors and accrued expenses	(6,556)			(6,556)	(8,940)
Subscriptions received in advance	(1,046)			(1,046)	(909)
Deferred grant income	<u>0</u>		<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
	<u>(7,602)</u>		<u>(3,000)</u>	<u>(10,602)</u>	<u>(12,849)</u>
Net current assets		<u>121,266</u>	<u>(3,000)</u>	<u>118,266</u>	<u>119,985</u>
Total net assets		<u>137,662</u>	<u>(3,000)</u>	<u>134,662</u>	<u>136,466</u>
<i>Financed by</i>					
<i>Members funds</i>					
Accumulated Fund as at 1 Jan	125,647		(3,000)	122,647	94,374
Surplus for period ended 31 Dec	<u>(15,209)</u>		<u>(3,000)</u>	<u>(15,209)</u>	<u>28,273</u>
		110,438	(3,000)	107,438	122,647
<i>Provision for Publication of Volumes</i>					
For previous years	13,819			13,819	0
For current year	<u>13,405</u>			<u>13,405</u>	<u>13,819</u>
		<u>27,224</u>			<u>13,819</u>
		<u>137,662</u>	<u>(3,000)</u>	<u>134,662</u>	<u>136,466</u>

# ENGLISH PLACE-NAME SOCIETY

## Schedule of Movements on Fixed Assets for the year ended 31 Dec 2021

	Office Machinery	Furniture and Fixtures	Library	Olof von Feilitzen Collection	Total
<b>Cost or Valuation</b>					
As at 1.1.2021	29376	1426	7245	2000	40047
Additions in year					
Disposals in year					
As at 31.12.2021	29376	1426	7245	2000	40047
<b>Depreciation</b>					
As at 1.1.2021	29376	1412	6412	0	37200
Provided in year	0	2	83	0	85
Written off on disposals					0
As at 31.12.2021	29376	1414	6495	0	37285
<b>Net book value as at 31.12.2020</b>	<u>0</u>	<u>14</u>	<u>833</u>	<u>2000</u>	<u>2847</u>
<b>Net book value as at 31.12.2021</b>	<u>0</u>	<u>12</u>	<u>750</u>	<u>2000</u>	<u>2762</u>

**English Place-Name Society**  
**Notes to the Accounts for the year to 31 December 2021**

**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 2021 £</b>	<b>Year to 31 Dec 2020 £</b>
Donations and Legacies	539	3,308

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

	<b>Year to 31 Dec 2021 £</b>	<b>Year to 31 Dec 2020 £</b>
Independent Examination Fee	100	100

**4. Employees' Remuneration**

Total remuneration for the period amounted to £13,466.  
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 2020 £0). The Society's treasurer received £2,220 (year to 31 December 2020 £2,100) from the charity's funds in relation to her work on the financial affairs and accounts preparation for the Society.

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 2021.

*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: 9. 6. 2022