

Society of Editors

www.societyofeditors.org

Annual report and accounts 2003-2004

in partnership with

PR Newswire

United Business Media

Society of Editors

Annual Report and Accounts 2003-2004

The Society of Editors was formed by a merger of the Guild of Editors and the Association of British Editors in April 1999.

It has more than 400 members made up of editors, managing editors, editorial directors, training editors, editors-in-chief and deputy editors in national, regional and local newspapers, magazines, radio, television and new media, media lawyers and academics in journalism education.

Its members are as different as the publications and programmes they create and the communities and audiences they serve.

But they share the values that matter:

- **The promotion of press and broadcasting freedom and the public's right to know**
- **The universal right to freedom of expression**
- **The vitality of the news media in a democratic society**
- **The commitment to high editorial standards**

These values give the society an integrity from which it derives authority to influence debate on press and broadcasting freedom, ethics and the culture and business of news media.

To keep up to date with the society's work visit our website

www.societyofeditors.org

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Society of Editors

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Society of Editors

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PRESIDENT'S REPORT

After an extraordinarily high-profile year in 2003, it was perhaps to be expected that the Society of Editors would move into calmer waters in 2004. Calmer, but no less busy.

Like the proverbial swan gliding across a mill pond, most of the work has been going on 'beneath the waterline', as the society has continued to represent the interests of editors and editorial freedom.

The year has been one of quiet but persistent lobbying and influencing, at grassroots level and at the highest tier of government. As always, the society has made its views heard in a clear, constructive and assertive way.

Having been in the national spotlight following the Hutton inquiry and the Kaufman committee hearings, 2004 has signalled a return to more parochial matters.

In challenging the way in which some schools were interpreting Home Office guidelines to restrict newspapers in photographing children, the society represented the voice of reason. I am delighted to say that we made our point, Government ministers and educationalists listened, and common sense won the day.

This small victory for press freedom is not the stuff of banner headlines but it is, nevertheless, significant. If this perverse interpretation had been allowed to take hold by default, what bigger threats to freedom of information and expression might then follow through an apparently open door?

In overcoming a vociferous body of opinion within the teaching profession, the society demonstrated its greatest strength – the ability to speak with one clear, powerful voice for the industry. Many editors had voiced concerns about this threat to their traditional reporting role, but it was the society's entry into the debate and its orchestration of the lobbying effort that helped to turn the tide.

Despite the extremely positive contribution the media makes to the life of the nation, in the public's eyes, journalists are viewed with suspicion and mistrust.

One of the recurring themes of last year's society conference was that, to help us win back some of our damaged credibility, the media should develop a more empathetic approach to the gathering and presentation of news.

There is no doubt that the road to redemption is long and uphill, but I believe we are beginning to see some signs of change. The work of the Society of Editors in constantly articulating the benefits of a free and unfettered press is absolutely central to our continued progress.

During my year as president, it has been obvious that the small team at the society's offices is a tremendously efficient unit. Under Bob Satchwell's leadership, the band of part-time staff have given us another year of thoroughly professional service.

On a personal note, it has been an honour and a pleasure to hold the presidency of the society. I would like to thank my company, Trinity Mirror, for the backing I have received during my year of office, and for their continuing support for the society's work.

Finally, I should like to wish president-designate Keith Sutton a rewarding, successful and enjoyable year of office. I am sure that under Keith's presidency the society will go from strength to strength.

Neil Benson
Editorial Director
Trinity Mirror Regional Newspapers

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DIRECTOR'S REPORT

The society was a Lottery winner in 2003-4.

Camelot's support for the annual conference in London in October helped to ensure its financial success.

London is expensive and unlike regional venues the capital does not have to work quite so hard for business. The arrival of Camelot's white horse made the difference between a substantial deficit and a most useful surplus. That support also enabled us to have a whip round at the annual dinner for the NPF to support the journalists' charity's vital work to the tune of £1,300.

The benefit to our finances has meant that we have been able to continue and indeed enhance our efforts on behalf of editors in all sectors of the media.

Although Lyn Disley now works fewer hours she remains in charge of administration and particularly the increasingly complex organisation of the conference.

Antonia van Deventer has joined us as admin officer fitting her part time commitment around her strenuous training regime as a member of Great Britain's international rowing squad.

David Fulford-Brown continues to maintain the all important database and membership administration.

Their efforts allow us to continue the battles required to maintain editorial freedom and independence. And they help us to ensure delivery of a high profile conference that puts the major issues affecting the media on the map.

Jonathan Grun's excellent conference certainly achieved that. One of the advantages of being in London was that key speakers could drop in from their normal duties. We were also supported by professional broadcasters who brought their special skills to chair sessions. It was no accident that the conference started on time – and finished on time.

Many thanks to them, all of our contributors and, of course, to our in house admin team and our event organisers, MSG Marketing and Events, and our AV providers, P&G Photographics.

To maintain our role as the only organisation representing editors across the spectrum of the media we need the support first of our growing membership in national, regional and local newspapers, broadcasting, magazines, new media, media law and journalism education. The society cannot defend editors' interests and freedom of expression generally without their input.

We are sustained by the dedication of our board members and our regional officers. We rely on the encouragement of our Advisory Council members and our Fellows.

We are also grateful for tangible financial help from Associated Newspapers, the Guardian and Observer, Trinity Mirror and News International. We are also grateful for the support of regional newspapers that encourage membership and the equally valuable assistance of many other newspaper and broadcasting organisations and individuals, too numerous to mention by name, that share our aims and appreciate our work.

We value them all, not least the Newspaper Society with whom we enjoy a special relationship. We also thank our landlords at the University Centre in Cambridge and the teams at *Press Gazette* and *HoldTheFrontPage* that publicise our activities. Thanks again to PR Newswire for the continued partnership that helps us produce this report and our monthly *Briefing*.

This report is prepared in advance of our annual conference. The Newcastle conference will mark the end of a splendid year of office for our president Neil Benson, editorial director of Trinity Mirror Regionals. In planning another exciting conference, again he has had to "follow that" after Jonathan Grun's achievement in London last year. Jonathan steps down from the board where he has provided great support and leadership.

My personal thanks and congratulations to Neil and Jonathan, to our committee chairmen Robin Esser and Peter Cole and Alan Powell as editor of *Briefing*, and to the rest of the board and those who serve on committees.

Their work for the SoE is part time but, along with our staff, their commitment is not.

Bob Satchwell
Executive Director

Society of Editors

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PARLIAMENTARY AND LEGAL COMMITTEE

Another year on, another year of battling to maintain editors' freedom and independence.

Perhaps we should take it as a compliment, a sign that the media is doing its job, that the list of those who seek to interfere and control seems never ending.

Over the past year it has ranged from schools and sports cultural authorities who have strived to limit editors' ability to publish pictures and stories of young people achieving to those who wanted to draft new legislation that would tell editors what they could and not report about racial tensions.

One thing was certain, wherever the threat appeared the SoE was there to raise the banner of media freedom.

We have pointed out that a whole generation of children could "disappear" if we were banned from carrying photographs of those who had succeeded in their chosen field.

Fortunately, common sense rather than misinterpretation of the Data Protection Act and misguided and wrong headed views on how to protect children from predatory paedophiles has prevailed. We have convinced government ministers no less than Charles Clark, David Blunkett and Richard Caborn who have pronounced in favour of the media's traditional role. They were encouraged by clear guidance from the Information Commissioner who said that the DPA did not mean the media had to stop reporting.

After disturbances in cities across the country that may or may not have had racial undertones the government set up Community Cohesion working parties. The society waded in to the thick of the media group to turn the emphasis away from blaming the media and limiting reporting to showing how the media could help to enhance communities. After all news organisations, local and national have a vested interest in improving the lot of potential readers, listeners and viewers, whatever their backgrounds and wherever their interests lie.

The society had also worked tirelessly to improve relationships with those with whom, through regular contact, there is most opportunity for misunderstandings and mishaps.

The society has played a central role in the work of the Media Emergency Forum and particularly the establishment of regional Media Emergency Forums. If the importance of the media in informing the public can be made a central part of emergency planning everyone benefits when major incidents arise.

That work also has a valuable input into day-to-day relations with the emergency services, and particularly the police. The society looks forward to working with the new chairman of the Acpo Media Advisory Group on the wide range of issues that affect police media relations day in, day out.

The SoE also took the opportunity to take discussion of the vexed topic of contempt a step further with the Attorney General. Court reporting remains one of the most frequently raised issues for the media. Whether it is about reporting ASBO orders or dealing with controversy over contempt the society is always in the thick of the debate.

It provides an alternative view when live media debates seem to be overwhelmed by those who admonish us and suggest "something should be done."

That has included the big issues such as the Hutton report and the BBC, the row over faked pictures in the Daily Mirror, or the on-going wrangles over privacy.

Of course, standards in the media are worthy of the spotlight. But the public needs to be reminded frequently just how high those standards are in the UK media and how important media freedom is in a democracy. Our freedom is the public's right to freedom of expression.

To that end the society continues to work closely with regulatory authorities, particularly the Press Complaints Commission. The SoE has a voice though its members who helped to revise the industry's Code of Practice and it has supported Sir Christopher Meyer in his reforms at the PCC.

During the year we said farewell to Guy Black who played such a vital role in the cause of self regulation during his time as director of the PCC. We maintain regular contacts with

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his successor, Tim Toulmin, and wish him success in a difficult and demanding job.

The society also plays its part in representing editors' interests when organisation such as the football authorities seek to change the commercial relationship they have with publishers. It is all part of that over-embracing effort to protect editors' and journalists' ability to report, and the public's right to know.

The past year has also been crucial for the introduction of the Freedom of Information Act that comes into effect in January 2005. Whatever our feelings about its shortcomings, editors will have a key role in making it work in practice. That is why this year's annual conference will have a session devoted to FoI.

Although we are capable of making headlines, particularly in the trade press, much of the society's work goes on quietly in the corridors of Whitehall and Westminster or in the offices of other organisations. For that we have to thank Santha Rasaiah and her team at the Newspaper Society for wise counsel, detailed advice and the ability to spot potential issues. They are our radar screen. We also value the on-going support and input from media lawyers, we are glad to welcome an increasing number into membership, representing broadcasting and print.

Robin Esser
Chairman
Executive Managing Editor
Daily Mail

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TRAINING COMMITTEE

The training committee has had a productive year on a number of fronts, not least because the calibre of membership and attendance at meetings has been as impressive as this (long serving) chair can remember. The quality of debate, the informed nature of the views expressed and the standing and clout of those expressing them has never been better, and this has underlined the fact that training, so often too far down too many editorial agendas, is now where it should be, near the top.

The committee this past year has included very senior editors and representatives of the major publishers and news organisations. Regularly round the table have been highly respected people from Trinity Mirror, Northcliffe, Johnston Press, The Guardian, Reuters, and the NCTJ, not to mention two leading university providers of journalism education. We even number a vice-chairman of the BBC board of governors among the membership.

All are utterly committed to training and its improvement. We decided to undertake a serious look at an issue that has come to the fore in recent years and is now being taken very seriously across the media, namely the paucity of minority ethnic representation in newsrooms. This applies particularly to the newspaper industry, the broadcast industry having a rather better track record in this area.

The committee has engaged in a collection of data and views and will present a report and recommendations to the Newcastle conference. We have concentrated on areas where there is a high minority ethnic population in circulation areas. We are grateful to all those editors who have found time to talk to us and answer questions. We are especially grateful to the Guardian Foundation for its financial support that will enable us to complete this project.

The society's training committee is working closely with the NCTJ as it develops its new strategy. Joanne Butcher, chief executive of the NCTJ, is a member of the committee, and the dialogue between the two organisations has never been more constructive or more positive. This can only be right; the industry, and editors, require properly and well trained journalists. The NCTJ exists to define, test and uphold journalistic standards, and the Society of Editors training committee provides the interface, where editors can describe their training needs, influence education and

training, and comment on the quality of provision they are getting. The NCTJ, for its part, is reviewing accreditation of courses, training syllabuses, examinations at pre- and post-entry level, as well as relations with a government that purports to believe in improving training.

So there are common agendas, and a need for editors to engage as well as criticise. New representatives of the national and regional press on the NCTJ board, set alongside the influential membership of the society's training committee, makes for a powerful front in this important area of the society's work. The director of the society is another new member of the NCTJ board, the chair of the training committee already being a member.

The training committee welcomes input from editors about matters they would like to see us to take up.

Mike Woods has recently resigned from the training committee, after service over 10 years. A former chair of the committee, when the society was the guild, he led the debates over the green and white papers on training, and was influential in the construction of the newspaper NVQs. His work was diligent and influential, and the society owes him a vote of thanks. Mike was also the guild and society's representative on the NCTJ board.

Peter Cole
Chairman
Professor of Journalism
University of Sheffield

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TREASURER'S REPORT

Careful financial management and the London conference surplus have meant that at last our reserves are now at an acceptable level. This means that while we still keep a close watch on finances we do not have to look over our shoulder at finances with quite so much trepidation.

Graham Cole took over the old Guild's finances before the merger that led to the creation of the SoE. It was an uphill battle at the outset but Graham has finished his stint as Treasurer, leaving our funds in good health.

Graham continues to support the website but the end of his stint as treasurer provided an opportunity to review financial management.

This is now in the hands of our part time book keeper/finance officer Elena Tulenkova. She has taken a firm grip of the financial reigns and her close watch on the accounts means that we can continue to consolidate our standing. She is making full use of new banking products and internet banking that saves time and work. She will be responsible to the new treasurer.

Given the relatively healthy picture in the accounts the board decided not to increase the society's membership fees this year. Over the years they have increased gradually in line with inflation and remain value for money. Comparable professional bodies charge more and offer less. Our long term policy is to maintain subscriptions at the lowest possible level that will meet our needs.

The society has also reduced conference fees from last year to take account of a return to the regions after expensive London. They represent good value when compared with similar events.

Both subscriptions and conference fees will be kept under review. We have to maintain reserves but we have no intention of building them to a level which we do not need. It is a matter of maintaining a delicate balance in our finances.

The stability of our finances is also dependant on the invaluable assistance from major media groups for which we are most grateful. This

support recognises the value of the work of the society to the industry.

Operational costs have been maintained at remarkably low levels but we have budgeted for prudent increases in spending on administrative support to take account of a growing workload and activity.

We hope that the next year will benefit from our being in a position to operate on a basis of doing what we need to do, within reasonable constraints, rather than being restricted to doing only what we could just afford to do.

"Sensible efficiency" are the watchwords rather than "hand to mouth".

Neil Benson
Acting Treasurer

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SOCIETY OF EDITORS

FINANCIAL STATEMENTS

Company Registration Number 3047323

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2004

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

OFFICERS AND PROFESSIONAL ADVISERS

The board of directors

R E Satchwell
D Gledhill
K O Sutton
P Cole
A A Powell
J D Grun
R C Esser
H M Walker
S Egginton
E A Griffin
P Horrocks
N Benson
S Bradshaw

Company secretary

R E Satchwell

Registered office

The University Centre
Granta Place
Mill Lane
Cambridge
Cambridgeshire
CB2 1RU

Auditors

MacIntyre Hudson
Chartered Accountants
& Registered Auditors
Greenwood House
4/7 Salisbury Court
London
EC4Y 8BT

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SOCIETY OF EDITORS

COMPANY LIMITED BY GUARANTEE

THE DIRECTORS' REPORT

YEAR ENDED 30 JUNE 2004

The directors present their report and the financial statements of the company for the year ended 30 June 2004.

PRINCIPAL ACTIVITIES

The principal activity of the company during the year was to represent newspaper editors and their counterparts in broadcasting as a professional association.

DIRECTORS The directors who served the company during the year were as follows:

R E Satchwell
D Gledhill
K O Sutton
P Cole
A A Powell
J D Grun
R C Esser
H M Walker
S Egginton
E A Griffin
P Horrocks
N Benson
S Bradshaw
G J Cole (Resigned 16 March 2004)
E M Page (Resigned 15 October 2003)

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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SOCIETY OF EDITORS

COMPANY LIMITED BY GUARANTEE

THE DIRECTORS' REPORT *(continued)*

YEAR ENDED 30 JUNE 2004

AUDITORS

A resolution to re-appoint MacIntyre Hudson as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed by order of the directors

R E Satchwell
Company Secretary

Approved by the directors on 14 September 2004.....

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS
YEAR ENDED 30 JUNE 2004**

We have audited the financial statements which comprise the Profit and Loss Account, Balance Sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom

Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS *(continued)*

YEAR ENDED 30 JUNE 2004

OPINION

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 30 June 2004 and of its profit for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Greenwood House
4/7 Salisbury Court
London
EC4Y 8BT

MACINTYRE HUDSON
Chartered Accountants
& Registered Auditors

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

PROFIT AND LOSS ACCOUNT

YEAR ENDED 30 JUNE 2004

	Note	2004 £	2003 £
TURNOVER		184,911	158,786
Administrative expenses		178,301	164,584
Other operating income	2	-	(4,000)
OPERATING PROFIT/(LOSS)	3	6,610	(1,798)
Interest receivable		2,608	3,026
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		9,218	1,228
Tax on profit on ordinary activities			(77)
PROFIT ON ORDINARY ACTIVITIES AFTER TAXATION		9,218	1,305
RETAINED PROFIT FOR THE FINANCIAL YEAR		9,218	1,305

The notes on pages 8 to 10 form part of these financial statements.

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

30 JUNE 2004

	Note	2004		2003	
		£	£	£	£
FIXED ASSETS					
Tangible assets	4		1,335		2,668
CURRENT ASSETS					
Debtors	5	1,818		702	
Cash at bank		97,657		89,300	
		<u>99,475</u>		<u>90,002</u>	
CREDITORS: Amounts falling due within one year					
	6	6,407		7,485	
NET CURRENT ASSETS					
			<u>93,068</u>		<u>82,517</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
			<u><u>94,403</u></u>		<u><u>85,185</u></u>
RESERVES					
Other reserves	8				
	9	240,430		209,166	
Profit and Loss Account	9	(146,027)		(123,981)	
MEMBERS' FUNDS					
			<u><u>94,403</u></u>		<u><u>85,185</u></u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the directors on the 14th September 2004 and are signed on their behalf by:

R E Satchwell
Director

The notes on pages 8 to 10 form part of these financial statements.

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2004

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Turnover

Turnover represents the total invoice value, excluding value added tax, of conference fees and subscription fee income received, together with ancillary income. The Society invoices fees to its members on an annual basis as at 1 July each year. Amounts invoiced but unpaid at 30 June 2004 are not included within the financial statements to the extent that membership of the Society is dependent upon payment.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment - 33% Straight line

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Taxation

The company is only liable for corporation tax on income received from bank deposit accounts.

2. OTHER OPERATING INCOME

	2004	2003
	£	£
Donation of computers	-	4,000
	<u> </u>	<u> </u>

3. OPERATING PROFIT/(LOSS)

Operating profit/(loss) is stated after charging:

	2004	2003
	£	£
Depreciation of owned fixed assets	1,333	1,333
Auditors' fees	4,290	1,575
	<u> </u>	<u> </u>

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**SOCIETY OF EDITORS
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NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2004

4. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 July 2003 and 30 June 2004	9,044
DEPRECIATION	
At 1 July 2003	6,376
Charge for the year	<u>1,333</u>
At 30 June 2004	<u>7,709</u>
NET BOOK VALUE	
At 30 June 2004	<u>1,335</u>
At 30 June 2003	<u>2,668</u>

5. DEBTORS

	2004 £	2003 £
Corporation tax repayable	34	62
Other debtors	<u>1,784</u>	<u>640</u>
	<u>1,818</u>	<u>702</u>

6. CREDITORS: Amounts falling due within one year

	2004 £	2003 £
Other creditors	<u>6,407</u>	<u>7,485</u>

7. RELATED PARTY TRANSACTIONS

During the year, the company paid The Satchwell Partnership, in which a partner is the company secretary and a director of The Society of Editors, a sum of £28,289 (2003: £28,030) in relation to consultancy fees for the year.

8. COMPANY LIMITED BY GUARANTEE

The Society of Editors is a company limited by guarantee. Every member of the Society undertakes to contribute to the assets of the Society in the event of it being wound up while they are a member or within one year after they cease to be a member. The amount will not exceed £1 for every full member and 25 pence for every other member.

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2004

9. RESERVES

	Conference funds £	Profit and loss account £
Balance brought forward	209,166	(123,981)
Retained profit for the year	-	9,218
Other movements - transfer to other reserves	31,264	(31,264)
	<hr/>	<hr/>
Balance carried forward	<u>240,430</u>	<u>(146,027)</u>

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**SOCIETY OF EDITORS
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MANAGEMENT INFORMATION

YEAR ENDED 30 JUNE 2004

The following pages do not form part of the statutory financial statements which are the subject of the independent auditors' report on pages 4 to 5.

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**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

DETAILED PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2004

	2004		2003	
	£	£	£	£
Turnover				
Subscriptions	59,649		56,210	
Conference income	108,011		83,636	
Sponsorship	15,000		15,000	
Web advertising	-		600	
Book sales and other income	2,251		3,340	
		<u>184,911</u>		158,786
Other income				
Donations	-		4,000	
Bank deposit interest	2,608		3,026	
		<u>2,608</u>		7,026
		<u>187,519</u>		<u>165,812</u>
Administration expenses				
Conference expenses	76,747		60,533	
National Secretariat fees	52,164		46,240	
Meeting expenses	6,064		9,288	
Honorarium fees	1,676		2,201	
Marketing and promotion	3,169		3,509	
Rent	10,815		10,658	
Operations	15,412		11,692	
Audit and accountancy	9,254		5,463	
Parliamentary legal fees	3,000		15,000	
		<u>178,301</u>		164,584
Profit for the year		<u><u>9,218</u></u>		<u><u>1,228</u></u>

Society of Editors
Annual Report and Accounts 2003-2004

**SOCIETY OF EDITORS
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2004

1 Sponsorship

This is in respect of the sponsorship income from The Guardian Foundation who donated £10,000 and Associated Newspapers Limited who donated £5,000.

2 Conferences

This income relates to the London conference.

3 Secretariat

The sum of £52,164 (2003: £46,240) includes fees from Robert Satchwell in the sum of £28,289 (2003: £28,030), who is the company secretary.

4 Rent

This represents payments to University Centre in Cambridge.

5 Operations

This includes printing, stationery, telephone, catering, insurance, postage, bank charges and sundry expenses.

6 Audit and Accountancy

Accountancy fees include payments to Eye Tec Media and Elena Tulenkova for the provision of book-keeping services.

7 Parliamentary legal fees

The Newspaper Society has charged the Society £3,000 (2003: £15,000) for the provision of legal expertise

OBJECTIVES OF THE SOCIETY

- To defend and promote the freedom of the media and to champion the universal right to freedom of expression.
- To represent members' interests in all matters of editorial and professional concern and interest.
- To monitor legislation on matters affecting the news media either directly or indirectly and to make appropriate representations to parliaments, regional assemblies, the European Commission and Parliament and other organisations and authorities at all levels of government and public life.
- To interpret legislation and advisory notices to other organisations.
- To provide a forum for discussion of the practical problems of editorship and to promote the objectives of the Company.
- To provide access to a network of professional contacts.
- To offer advice to members on issues of practical and ethical concern and to support other bodies in promoting standards in journalism, the independence of the media and self-regulation.
- To help improve the quality of journalism through the active support of education and training.
- To represent the UK's senior journalists internationally, assisting editors abroad to establish independence and ethical standards.

GOVERNING BODY

The society is managed by a board of directors elected by the membership and administered by an executive director and treasurer. An Advisory Council made up of senior figures in the industry offers advice and support.

COMMITTEES AND EXTERNAL REPRESENTATION

The society's two standing committees – Parliamentary and Legal and Training – draw up policy guidelines and report to the board through their chairmen. Working parties and think tanks are set up as required. The society welcomes any time that members can give to support its work.

Society members serve on key industry bodies including the Press Complaints Commission, the Editors' Code Committee, Defence Advisory Notices Committee, the government's Media Emergencies Forum, the National Council for the Training of Journalists, regional training advisory committees, and the Journalism Training Forum.

The society works closely with other industry organisations and the Newspaper Society's government and regulatory affairs team provides legal and research support. The society supports the work of the Campaign for Freedom of Information.

The society also co-operates with the Central Office of Information and the Thompson Foundation and other organisations by briefing visiting groups of editors from around the world. The society maintains links with the Government Information and Communications Service, the Association of Police Public Relations Officers, the Information Commissioner and other public organisations. It regularly submits evidence and comments to parliamentary committees and the Competition Commission.

INTERNATIONAL LINKS

The society has active links with FIEJ (International Federation of Newspaper Publishers) and is an associate member of World Editors Forum.

The society has long-standing relationships with the Commonwealth Press Union and ISWNE (International Society of Weekly Newspaper Editors) covering the US and Canada. Their David Greenslade Bursary enables a member to visit North America.

Society of Editors

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SOCIETY OFFICIALS

President

Jonathan Grun (from 15.10.02)
Neil Benson (from 13.10.03)

Vice President

Neil Benson (from 15.10.02)
Keith Sutton (from 13.10.03)

Immediate Past President

Liz Page (from 15.10.02)
Jonathan Grun (from 13.10.03)

Treasurer

Graham Cole (until 08. 03.04)

Chairman, Editorial Training Committee

Peter Cole

Chairman, Parliamentary & Legal Committee

Robin Esser

Editor, Briefing

Alan Powell

Executive Director and Company Secretary

Robert Satchwell

Administrators

Lyn Disley
Antonia van Deventer

Membership Officer

David Fulford-Brown

Finance Officer

Elena Tulenkova

Board as at 30 June, 2004

Neil Benson, Peter Cole, Steve Egginton,
David Gledhill, Liz Griffin, Jonathan Grun,
Robin Esser, Paul Horrocks, Alan Powell,
Keith Sutton, Hannah Walker, Simon
Bradshaw, Bob Satchwell.

Advisory Council

Kevin Beatty, Edwin Boorman, Tim Bowdler,
Jim Brown, Paul Dacre, Paul Davidson, Bill
Emmott, Ivan Fallon, Philip Graf, Phil
Harding, Les Hinton, Clive Jones, Chris
Oakley, Keith Parker, Paul Potts and Richard
Tait.

Fellows

Ben Bradlee, W.F. Deedes, Geoff Elliott, Peter
Preston, Richard Tait.

FINANCIAL ADMINISTRATION

The income of the society, whatever its source,
must be applied solely in promoting the
objects of the society.

Training Committee

Chairman: **Peter Cole**

Members

Joanne Butcher
Drew Cochrane
Robert Cockcroft
Sean Dooley
Chris Elliott
Jock Gallagher
Colin Grant
Liz Griffin
Tony Johnston
Doug Melloy
Marc Reeves
David Rowell
Chris Rushton
Peter Sands
Keith Stafford
Richard Tait
Rick Thompson

Parliamentary & Legal Committee

Chairman: **Robin Esser**

Members

John Battle
Ian Beales
Neil Benson
Simon Bradshaw
Catherine Courtney
Ed Curran
Anthony Longden
Doug Melloy
Peter Preston
Santha Rasaiah
Alan Rusbridger
Sue Ryan
Andrew Smith
John Spencer
Keith Sutton
Neil Wallis
Stephen Whittle

The following are ex officio members of the
committees

President
Vice President
Immediate Past President
Editor Briefing
Executive Director

Society of Editors

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THE SOCIETY IN THE REGIONS

Each member of the society is assigned a region. Each regional organisation is autonomous and can decide how to organise itself so long as it signs up to the society's objectives.

Regional meetings are organised to meet the requirements of members in those regions. They are encouraged to develop a programme with the help of the executive director and head office. One of the society's directors, Liz Page, has special responsibility for the regions.

Regional Boundaries

Eastern Region

Cambridgeshire, Norfolk, Suffolk, North Essex and Kettering.
Chairman: Mr Stuart Rawlins, Editor, Essex Chronicle Series, 01245 600700,
stuart.rawlins@essexchronicle.co.uk
Secretary: Mr Colin Moule, 01223 434441,
muffinthemoule@aol.com

Northern Ireland and Republic of Ireland

Chairman: Mr Edmund Curran, Editor, Belfast Telegraph, 02890 264400,
edmund.curran@belfasttelegraph.co.uk

London & Home Counties

Oxfordshire, Buckinghamshire, Bedfordshire, Hertfordshire, Berkshire, Central London, Greater London, Surrey, Kent, West and East Sussex, Essex (South).
Chairman: Ms Hannah Walker, Editor in Chief, South London Press, 0208 7106506,
hannahwalker@slp.co.uk

Midlands

Derbyshire, Leicestershire, Northamptonshire, Nottinghamshire, Lincolnshire, Humberside south of River Humber, Peterborough, Shropshire, Staffordshire, Hereford and Worcester, West Midlands, Warwickshire, and Welshpool and Banbury.
Vice-Chairman: Mr John Butterworth, Editor, Shrewsbury Chronicle, 01743 283311,
jbutterworth@shrewsburychronicle.co.uk

Northern

Northumberland, Tyne & Wear, Durham, Cleveland.
Chairman: Paul Robertson, Editor, Evening Chronicle, 01912016231,
paul.robertson@ncjmedia.co.uk
Vice-chairman: Graham Marples, Managing Editor, News, Tyne Tees TV, 0191 2693700,

graham.marples@granadamedia.com
Secretary: Mr Malcolm Warne, Editor, Darlington & Stockton Times, 01325 505109,
malcolm.warne@nne.co.uk

North Western

Cumbria, Lancashire, Merseyside, Cheshire, Greater Manchester and Leek.
Chairman: Mr Richard Catlow, Editorial Director, Greater Manchester Weekly Newspapers (North), Rochdale Observer Series, 0161 4804491,
richard.catlow@gmwn.co.uk
Secretary: Ken Bennett, Head of PR, Key 103, 01457 820494, kd.bennett@yahoo.co.uk

Scotland

Chairman, Scotland: Donald Martin, editor, Aberdeen Evening Express, 01224 690222,
d.martin@ajl.co.uk
Secretary: Mr Donald Fullarton, 01436 673774, dsf@btinternet.com

Wales

Chairman: Mr Alistair Machray, Liverpool Daily Post, 0151 2272000,
alistair.machray@dailypost.co.uk
Secretary: Mr Spencer Feeney, Editor, South Wales Evening Post, 01792 510000,
spencer.feeney@swwp.co.uk

Wessex

Dorset, Hampshire, Isle of Wight, parts of Somerset, Newbury, Reading, Salisbury and Wokingham.
Chairman: Mr Ian Murray, Editor, The Southern Daily Echo, 02380 424777,
ianmur@soton-echo.co.uk
Secretary: Mr Joe Scicluna, Editor, Andover Advertiser, 01264 323456,
joe.scicluna@andoveradvertiser.co.uk

Western

Gloucestershire, Avon, parts of Somerset, Wiltshire, Devon and Cornwall.
Chairman: Mr Steve Egginton, Head of News, HTV, 0117 9722150, 01634 332313
steve.egginton@htv-west.co.uk
Secretary: Mr Andy Cooper, Managing Editor, North Devon Journal, 01271 343064,
acooper@northdevonjournal.co.uk

Yorkshire

South, West and North Yorkshire, and Humberside north of River Humber.
Chairman: Mr Alan Powell, Editor, Sheffield Telegraph, 0114 2767676,
alan.powell@sheffieldnewspapers.co.uk

Society of Editors

www.societyofeditors.org

NOTICE OF THE FIFTH ANNUAL GENERAL MEETING OF THE SOCIETY OF EDITORS TO BE HELD ON MONDAY 18th OCTOBER 2004 AT 5.30PM AT THE COPTHORNE HOTEL, NEWCASTLE

Any full or deputy member who wishes to put a resolution or raise a matter under any other business should advise the executive director by 1 October. Full and deputy members are entitled to vote and qualified members may appoint a proxy to attend and vote in his or her stead in accordance with the Memorandum and Articles of Association. A copy is available on the website www.societyofeditors.org or from the executive director. To be valid a proxy must be received at the society office no later than noon on Friday 1 October, 2004, or at the Copthorne Hotel by 12 noon on Sunday 17 October.

Bob Satchwell

Executive Director and Company Secretary

AGENDA

- 1 President's opening remarks
- 2 Apologies for absence
- 3 MINUTES: To adopt, if approved, the minutes of the Annual General Meeting held on 13th October, 2003.
- 4 ACCOUNTS FOR THE YEAR ENDING 30 JUNE 2004
To receive and, if approved, adopt the audited statement of accounts for the financial year ending 30 June, 2004.
- 5 ANNUAL REPORT 2003/2004
To receive and, if approved, adopt the Annual Report for the financial year ending 30 June, 2004.
- 6 RE-APPOINTMENT OF AUDITORS
To approve the reappointment of MacIntyre Hudson as auditors for the forthcoming year.
- 7 To note the nomination of new board members and to approve their election for the forthcoming three years.
- 8 To note and approve the re-appointment by the board of Bob Satchwell as executive director and company secretary.
- 9 To note and approve the appointment by the board of Pat Pilton, Consultant Editor, the Press Association, as treasurer.
- 10 To note and approve the re-appointment of Robin Esser as chairman of the Parliamentary and Legal Committee.
- 11 To elect David Gledhill, Editor of the Bath Chronicle, as vice president for the year 2004-2005. This is the unanimous nomination of the board.
- 12 To elect Keith Sutton, Editorial Director of CN Group, as president for the year 2004-2005. This is the unanimous nomination of the board.
- 13 DATE OF NEXT MEETING
To note that the next annual general meeting will take place in the autumn of 2005.
- 14 ANY OTHER BUSINESS

Society of Editors

www.societyofeditors.org

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