

MARTINEAU MEMORIAL HALL

England & Wales · Charity number 232608

Details

Other names MARTINEAU HALL

Status Registered

Legal form Other

Registered 1964-05-08

Register [View on the Charity Commission register](#)

Contact

Address Martineau Hall
21a Colegate
Norwich
Norfolk
UK
NR3 1BN

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Website www.octagonchapel.org.uk

Activities

Objects: FOR THE USE AND THE BENEFIT OF THE CONGREGATION OF THE OCTAGON CHAPEL, COLEGATE STREET, NORWICH AND SUCH OTHER PERSONS AS SHALL BE UNITED TO THE SAID CONGREGATION AND ATTEND PUBLIC WORSHIP IN THE SAID CHAPEL.

Activities: The charity offers support to the activities of the Octagon Unitarian Chapel. It provides premises for the Sunday Club for young people. Other groups are permitted to use the premises for social activities as authorised by the Chapel Committee.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Disability, Religious Activities, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** NORWICH
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£31,734	£9,814	-	-
2023-12-31	£26,856	£5,533	-	-
2022-12-31	£34,391	£4,365	-	-
2021-12-31	£25,700	£2,849	-	-
2020-12-31	£206,724	£6,204	-	-

Trustees

Name	Role	Appointed
DAVID IVAN CARTER		
MARY LOUISE RAE		2013-03-22
RODNEY STUART VOEGELI		

MARTINEAU MEMORIAL HALL

England & Wales - Charity number 232608

Accounts

Report of the Octagon, Martineau Hall and Hapton Trustees to AGM 2025

Trustees: David Carter, Bruce Chilton, Mary Rae and Rod Voegeli. The British and Foreign Unitarian Association is the Octagon Chapel's residual trustee.

A Quota payment was made to the General Assembly HQ for 56 members. This places us amongst the biggest Unitarian communities in the country. During 2024 the average attendance at the Sunday Service was 29 persons.

The Trustees agree that our services are interesting and enjoyable which, we believe, is due to the variety of services and service leaders and our organists are brilliant! On the first Sunday in the month the service is available on zoom and every Friday the chapel has been open to the public from 10am until noon. We keep in touch with our members in Galicia and Crete and enjoy their articles in our monthly and very informative Newsletter. Nine members attended the General Assembly Annual Meeting. A thanksgiving service was held at Green Acres, Colney for Elizabeth Cubby, a member of the chapel who died on 1st May 2024.

At the last AGM in 2024 the Trustees were asked to request a meeting with Simon Bland, the Congregational Support Officer at Unitarian HQ to explore appropriate governance for our needs. A meeting took place in Suffolk together with representatives from our neighbouring congregations and various matters were discussed. The agenda did not specifically concentrate on our governance issues so it has been decided that we invite Simon to a meeting at the Octagon to deal with our specific needs.

The chapel committee met 8 times during the year. They are responsible for the day-to-day running of the chapel and Martineau Hall. A Passover Seder meal; the Heritage Open Days; a Memorial Service; a Festive Event; Norwich Peace Camp; Pride Month; The East Anglian Womens Group; a members' Questionnaire; Remembrance Day; a Candlelight Carol Service and a service of memorial for the recently dead were some of the matters and events encouraged by them.

We have been fortunate in obtaining the services of Vikki Nelson, our new Admin and Booking Officer as in February we said a fond farewell to Rosie Rogers, our former person in that role who said at her departure that *she felt lucky and privileged to have worked for such a lovely organisation as the Octagon Unitarian Chapel.*

The Sunday Meditation continues to draw interest and the Social Responsibility which cares for pastoral care, safe-guarding and outreach including the WelcomeRucksack Project; New Routes; St Martins and the Food Bank have become firmly established. The Congregational Bring and Share lunch and Café Curious have become well-attended monthly events. There were 3 weddings and 2 memorial services during the year. The Octagon Concert Series celebrated its 40th Anniversary. The lettings of the Martineau Hall and the Chapel have strongly supported the Chapel's finances over the year. Both buildings have been maintained to a good standard during the year.

Finally, the Trustees urge you to read the reports associated to fully understand and appreciate the hard work that is carried out by individuals on your behalf in order to keep the Octagon Chapel moving forward. The Trustees extend a hearty thank-you to all of them.

Octagon Unitarian Chapel & Martineau Hall
Receipts and payments
Period: 01 January 2024 to 31 December 2024

From 01 January 2024 01 January 2023
To 31 December 2024 31 December 2023

M-Hall - Martineau Hall (Designated) Fund Incoming resources and Resources used

Receipts

Incoming resources from generated funds

Voluntary income

Membership & subscriptions	214	464
Donations	—	4

<i>Total Voluntary income</i>	214	469
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Activities for generating funds

Hire of Chapel	—	217
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<i>Total Activities for generating funds</i>	—	217
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Other incoming resources

Misc income inc bookstall	195	—
Martineau Hall lettings	12,575	13,670
Martineau Hall rent (NORCA)	18,750	12,500

<i>Total Other incoming resources</i>	31,520	26,170
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Total receipts

	31,734	26,856
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Payments

Governance costs

Admin, consumables, licenses	25	—
Insurance less NORCA share	2,832	254
Memberships, Legal & Professional fees	—	600
Payroll & Pensions	2,487	—

<i>Total Governance costs</i>	5,345	854
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Other resources used

Water (less NORCA share)	189	197
Cleaning	1,645	1,652
Payments to be reimbursed	41	—
Electricity	1,670	1,568
Equipment (purchase, repair & maint)	215	31
Building Maintenance & Repair	468	877
Organist	—	50
Telephone & Broadband	238	302

<i>Total Other resources used</i>	4,469	4,678
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Total payments

	9,814	5,533
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Excess of Incoming resources over Resources used	21,919	21,323
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Brought forward balance	80,652	59,329
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Total carried forward balance

	102,572	80,652
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There may be minor discrepancies in the totals if the pence are not being shown

OCTAGON CHAPEL & MARTINEAU HALL

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE MEMBERS OF OCTAGON CHAPEL & MARTINEAU HALL

I report on the accounts of the Committee for the year ended 31st December 2024.

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 43(2) of the Charities Act 1993) (the Act as amended by S.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act as amended); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- (i) proper accounting records are kept (in accordance with section 41 of the Act); and
- (ii) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C.H Phillips
106 Lower Street
Salhouse
Norwich
NR13 6AD



Dated: 14th March 2025

MARTINEAU MEMORIAL HALL

England & Wales - Charity number 232608

Accounts

Report of the Octagon, Martineau Hall and Hapton Trustees to AGM 2024

Trustees: David Carter, Bruce Chilton (absent through illness since June, 2023), Nick Groves (died June, 2023), Mary Rae and Rod Voegeli. The Charity Commission advises that Congregational Officers should be ex-officio trustees but the Octagon Congregation currently has no Congregational Officers. The British and Foreign Unitarian Association is the Octagon Chapel's residual trustee.

The Covid national lockdown closed the Chapel and the Martineau Hall on 16.3.20 and suspended the Octagon's Constitution and Bye-laws. The Trustees took direct responsibility as well as legal and financial liability for the workings of the Chapel which are all covered by Trustee indemnity provisions of the Chapel's insurance.

The Trustees returned the Octagon's Constitution and By-laws at the AGM in 2023 under which the leadership and normal activities of the Octagon community are normally delegated to the Congregational Chair and Committee. Rod Voegeli, a trustee, who normally represents the Trustees on the Committee has acted as Committee and Congregational Chair during the past year.

The Trustees are grateful to the Committee for the efforts to return the Octagon to its normal activities. The Sunday services have developed in quality, the variety of subjects and the number of leaders, often younger members of the congregation. Thanks to Lynn Davies and the many others. Service attendances were an average of 28 per week during the year. New members have joined and we have 58 members and are among the biggest Unitarian communities in the country.

The Sunday Meditation and Poetry Group continues to draw interest and the Social Responsibility Group, which cares for pastoral care, safe-guarding and outreach including the Welcome Rucksack Project, has become firmly re-established. The Congregational Bring and Share lunch has become a well-attended monthly event. There were 4 weddings during the year which is rather less than in recent years. The Octagon Concert Series earned about £2800 for local and national charities with our thanks as ever to Mary Rae and we must also thank Helaina Checketts for again organising our donations to New Routes, St. Martins and the Food Bank.

The lettings of the Martineau Hall and the Chapel have strongly supported the Chapel's finances over the year. We are all sad to lose Rosie Rogers, our admin and booking officer, who is retiring and we welcome Vikki Nelson as the new officer.

Thanks to all who have helped the Octagon recover in the past year but illness has removed trustees and committee members and we need newer members to take these roles if the Octagon is to have a continuing history. Please volunteer, propose and support a new secretary, treasurer and chair of the congregation at the AGM. Do look at the Constitution and Bylaws for how to do it. We need you!

Bruce Chilton

Octagon Unitarian Chapel & Martineau Hall
Receipts and payments
Period: 01 January 2023 to 31 December 2023

From 01 January 2023 01 January 2022
To 31 December 2023 31 December 2022

M-Hall - Martineau Hall (Designated) Fund Incoming resources and Resources used

Receipts

Incoming resources from generated funds

Voluntary income

Membership & subscriptions

464

—

Donations

4

575

Total Voluntary income

469

575

Activities for generating funds

Hire of Chapel

217

—

Total Activities for generating funds

217

—

Investment income

Interest & dividends received

—

355

Total Investment income

—

355

Other incoming resources

Martineau Hall lettings

13,670

8,460

Martineau Hall rent (NORCA)

12,500

25,000

Total Other incoming resources

26,170

33,460

Total receipts

26,856

34,391

Payments

Governance costs

Admin, consumables, licenses

—

4

Insurance less NORCA share

254

229

Memberships, Legal & Professional fees

600

—

Total Governance costs

854

233

Other resources used

Water (less NORCA share)

197

238

Cleaning

1,652

1,653

Electricity

1,568

924

Equipment (purchase, repair & maint)

31

263

Building Maintenance & Repair

877

830

Organist

50

—

Telephone & Broadband

302

222

Total Other resources used

4,678

4,132

Total payments

5,533

4,365

Excess of Incoming resources over Resources used

21,323

30,026

Brought forward balance

59,329

29,303

There may be minor discrepancies in the totals if the pence are not being shown

OCTAGON CHAPEL & MARTINEAU HALL

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE MEMBERS OF OCTAGON CHAPEL & MARTINEAU HALL

I report on the accounts of the Committee for the year ended 31st December 2023.

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 43(2) of the Charities Act 1993) (the Act as amended by S.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts (under section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act as amended); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

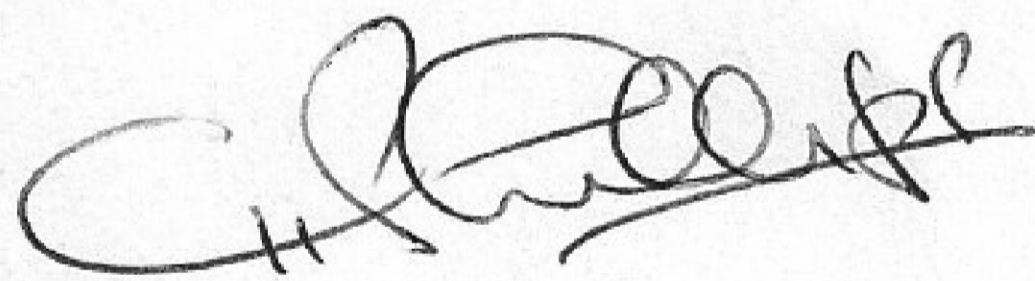
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:
 - (i) proper accounting records are kept (in accordance with section 41 of the Act); and
 - (ii) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C.H Phillips
106 Lower Street
Salhouse
Norwich
NR13 6AD



Dated: 14th March 2024

MARTINEAU MEMORIAL HALL

England & Wales - Charity number 232608

Accounts

Report of the Octagon, Martineau Hall and Hapton Trustees to AGM 2023

Trustees: David Carter, Bruce Chilton (Chair), Nick Groves (appointed 27.1.22), Mary Rae and Rod Voegeli with the Congregational Chair, Iris Voegeli ex-officio members (as advised by the Charity Commission advises that Congregational Officers should be ex-officio trustees). The British and Foreign Unitarian Association is the Octagon Chapel's residual trustee.

The role of the Trustees is normally to deal with legal matters, property-holding, finance and endowments and guardianship issues. The national lockdown closed the Chapel and the Martineau Hall on 16.3.20 and suspended the Octagon's Constitution and Bye-laws. Under the Constitution, the leadership and activities of the Octagon community are normally delegated by the Trustees to the Congregational Chair and Chapel Committee to whom the Trustees give support. The Trustees took direct responsibility as well as legal and financial liability for the workings and activities of the Chapel which are covered by Trustee indemnity provisions of the Chapel's insurance with the Congregational and General Insurance.

The year of 2022 has been a year of the Octagon slowly returning to more normal conditions. Our Unitarian meetings each Sunday attracted a growing number of new people as well as members albeit not yet back to the pre-pandemic attendances of upper 30s. All your Trustees are regular Sunday attenders. Clearly, some Covid infections and the threat of being infected throughout the year have reduced attendance but there is also the sense that the pandemic has disturbed the attraction of attending religious services regularly for many people. We are, however, enjoying some successes. The post-service lunch meeting in the Martineau Hall on the last Sunday of each month is growing in popularity. Particular thanks should go to Lynne Davies who leads many services and to Nick Groves, our organist. They both do so much more.

Your Trustees held 5 meetings during the year and have received regular reports of finances from Rod Voegeli who has also attended Committee meetings as the Trustee representative. The Octagon's finances appear to be satisfactory while the final accounts are being prepared by the accountants. The reports for 2021 were made to the Unitarian General Assembly and the Charity Commissioners in October 2022, as required. The Congregational Chair, Iris Voegeli, and Jackie Grace have continued their excellent programme of Sunday services. The past year has been difficult without a Chapel Secretary for Iris in her leadership and for the members of the Octagon. Iris has decided to retire at the forthcoming AGM in March with our grateful thanks. We must hope new members are willing to take on the four honorary offices of the Chair, Treasurer, Secretary and Membership Secretary.

The Trustees are again grateful to the Committee for their work in bringing the Octagon back to active normality. The Octagon's Meditation Group and Poetry Group have continued smoothly over the past year and were joined by the restarting of the Social Responsibility Group late in the year which is looking at pastoral care and safeguarding. We thank those members who have given homes to Ukrainian refugees and to those who have contributed to the Octagon's part in the Welcome Rucksack Project, other related charities such as St. Martin's, New Routes and our Foodbank collection organised by Helaina Checketts.

There were 10 marriages in the Octagon during 2022 and we thank our four authorised persons and for their major contribution to the Octagon's financial income. There were 8 concerts given in the Octagon Concert Series and the £5000 gathered .donated to local and national charities in the name of the Norwich Unitarians. It was particularly pleasing that the Norfolk and Norwich Festival returned with performances in the Chapel including recordings

**Octagon Unitarian Chapel & Martineau Hall
Receipts and payments - combined funds
Period: 01 January 2022 to 31 December 2022**

	From To	01 January 2022 31 December 2022	01 January 2021 31 December 2021
Receipts			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Donations		575	—
		<u>575</u>	<u>—</u>
<i>Investment income</i>			
Interest & dividends received		355	—
		<u>355</u>	<u>—</u>
Other incoming resources			
Martineau Hall lettings		8,460	700
Martineau Hall rent (NORCA)		25,000	25,000
		<u>33,460</u>	<u>25,700</u>
Total receipts		34,391	25,700
Payments			
Governance costs			
Admin, consumables, licenses		4	—
Insurance less NORCA share		229	219
		<u>233</u>	<u>219</u>
Other resources used			
Building Maintenance & Repair		830	1,849
Cleaning		1,653	487
Electricity		924	(52)
Equipment (purchase, repair & maint)		263	—
Telephone & Broadband		222	250
Water (less NORCA share)		238	95
		<u>4,132</u>	<u>2,629</u>
Total payments		4,365	2,849
Excess of Incoming resources over Resources used		30,026	22,850
Brought forward balance		29,303	29,303
Total carried forward balance		59,329	29,303

There may be minor discrepancies in the totals if the pence are not being shown

OCTAGON CHAPEL & MARTINEAU HALL

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE MEMBERS OF OCTAGON CHAPEL & MARTINEAU HALL

I report on the accounts of the Committee for the year ended 31st December 2022.

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 43(2) of the Charities Act 1993) (the Act as amended by S.28 of the Charities Act 2006) and that an independent examination is needed.

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- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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Independent examiner's statement

In the course of my examination, no matter has come to my attention:

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 - (i) proper accounting records are kept (in accordance with section 41 of the Act); and
 - (ii) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C.H Phillips
106 Lower Street
Salhouse
Norwich
NR13 6AD



Dated: 27th February 2023

MARTINEAU MEMORIAL HALL

England & Wales - Charity number 232608

Accounts

Report of the Octagon, Martineau Hall and Hapton Trustees to AGM 2022

Trustees: David Carter, Bruce Chilton (Chair), Nick Groves (appointed 27.1.22), Mary Rae and Rod Voegeli with the Congregational Chair, Iris Voegeli and the Treasurer, Dick Wright (resigned 31.12.20) ex-officio members (as advised by the Charity Commission). The retired Treasurer, Dick Wright, has kindly remained as advisor to the Trustees. The British and Foreign Unitarian Association is the Octagon Chapel's residual trustee.

The role of the Trustees is normally to deal with legal matters, property-holding, finance and endowments and guardianship issues. The Covid pandemic led to a national lockdown in March 2020 and the Trustees closed the Chapel and the Martineau Hall in accord with the Government's instructions on 16.3.20 and suspended the Octagon's Constitution and Bye-laws. Under the Constitution, the leadership and activities of the Octagon community are normally delegated by the Trustees to the Congregational Chair and Chapel Committee to whom the Trustees give support. The Trustees took direct responsibility as well as legal and financial liability for the workings and activities of the Chapel which are covered by Trustee indemnity provisions of the Chapel's insurance with the Congregational and General Insurance

With the end of the Government's lockdowns, notwithstanding the continuing widespread Covid infections, the gradual return to normal conditions has begun with the reopening of the Chapel. 'Hybrid' services, the name given to services both in person and by Zoom have continued after the AGM of 3.10.21. Happily, the AGM elected anew a former Chair, Iris Voegeli, one of whose many tasks has been arranging the programme of service-takers. The Meditation Group and Poetry Group have continued in growing strength albeit member activities have been slow to reopen with Covid infections again growing, particularly at the start of the current year. Again, the Trustees are most grateful to the Committee who continued their work through the last years affected by the Covid pandemic and now are working towards the Octagon's return to normal conditions. Cheryl's retirement.

Five marriages in the Octagon have been conducted by the Chapel's four appointed persons since our AGM in 2021 with a further 10 booked in 2022. It is clear that the Octagon is a very popular place to be married and, with a recent change in the regulations, marriages will also be permitted in our gardens. The Trustees are again very grateful to Jackie Grace and her team.

The Octagon Concert Series has come back to life with six performances including two lunchtime concerts. There are a further 6 being arranged during 2022 by our Music Director, Mary Rae. Further improvement of the organ is in hand with funds raised by the Concert Series which makes a major contribution each year to local and national charities in the name of the Octagon. The Trustees are most grateful to Mary, the Octagon Singers and the members who act as stewards for the Concert Series.

The Constitution and Byelaws were returned by the Trustees with the AGM in 2021 with minor financial exceptions to the Byelaws to allow for alternative arrangements for our lack of an elected Treasurer. These included the appointment of our Administrative and Booking Officer (ABO) announced in the Trustees Report to the AGM in October 2021. The Trustees are grateful to the Panel of a Trustee, a

Committee member and an ordinary member who selected from the 18 applicants Ms. Rosie Rogers. Rosie began her employment by the Trustees in December 2021 and her taking over of work on behalf of Trustees and the Committee is continuing.

The new financial arrangements of the ABO making monthly reports of income and expenditure to a professional accountant who prepares the accounts and, in particular, our final annual accounts for report to the General Assembly of Unitarian and Free Christian Churches and to the Charity Commissioners are being developed. The required annual reports for 2020 were entered in October 2021 and the financial reports for 2021 kindly prepared by our retired treasure, Dick Wright, will be made in October in the usual way. Any necessary amendments to our Bye-laws required by our new financial systems will have to wait until they are completed.

Ms Rogers' new role as Booking Officer is also developing. Bookings of the Chapel and the Martineau Hall are growing very slowly and we welcome further use by members. The Norfolk and Norwich Festival returns to the Octagon in May 2022 since it last appeared in 2019 and the Trustees are also grateful to the members who make themselves available as stewards for performances.

The Trustees have continued their work towards the completion of Phase 2 of the planned improvements to our premises which involve the restoration of the rear wall of the Martineau Hall, the paving of the route from the Octagon portico steps to the rear door of the Hall and the provision of a covered walkway and redevelopment of the walls and gates onto Colegate. Sadly, it has become clear that walls are becoming unsafe as a result of further growth of the tree and vehicles entering and leaving the car park striking the main pillars. In addition to the four usual meetings of the Trustees since September 2021 and the AGM, the Trustees have had meetings with the Octagon's Architect, Mr. Nick Warnes and his staff and , in particular, a lengthy onsite meeting in January to finalise details. The proposals include the removal of the gates, walls and pillars from the Colegate frontage and their replacement by a low wall topped by metal railings to carry our notice boards with a widened entrance for vehicles, so opening a full view from Colegate of the splendour of our Octagon Unitarian Chapel. Tenders are currently being sought and it is hoped a starting date for the works can be announced at the AGM for 2022 on 22.5.22.

members

Octagon Unitarian Chapel & Martineau Hall
Receipts and payments
Period: 01 January 2021 to 31 December 2021

From 01 January 2021 01 January 2020
To 31 December 2021 31 December 2020

M-Hall - Martineau Hall (Designated) Fund Incoming resources and Resources used

Receipts

Incoming resources from generated funds

Activities for generating funds

Fund raising

— 10

Total Activities for generating funds

— 10

Other incoming resources

Martineau Hall lettings

700 695

Martineau Hall rent (NORCA)

25,000 16,666

Total Other incoming resources

25,700 17,361

Total receipts

25,700 17,371

Payments

Governance costs

Admin, consumables, licenses

— 61

Insurance less NORCA share

219 207

Total Governance costs

219 268

Other resources used

Water (less NORCA share)

95 199

Cleaning

487 80

Electricity

(52) 852

Equipment (purchase, repair & maint)

— 17

Building Maintenance & Repair

1,849 4,497

Telephone & Broadband

250 288

Total Other resources used

2,629 5,935

Total payments

2,849 6,204

Excess of Incoming resources over Resources used

22,850 11,167

Brought forward balance

6,452 3,284

Transfers to/(from)

— (8,000)

Total carried forward balance

29,303 6,452

Sophia Hankinson Martineau Hall Investment Fund

Receipts

Incoming resources from generated funds

Voluntary income

Donations (Legacy)

— 189,363

Total Voluntary income

— 189,363

Total receipts

— 189,363

Excess of Incoming resources over Resources used

— 189,363

Brought forward balance

175,000 —

Transfers in/(out) to Building Fund

— (14,363)

Transfers in/(out) gain on investment

18,082 —

Total carried forward balance

193,082 175,000

There may be minor discrepancies in the totals if the pence are not being shown

OCTAGON CHAPEL & MARTINEAU HALL

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE MEMBERS OF OCTAGON CHAPEL & MARTINEAU HALL

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Respective responsibilities of trustees and examiner

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C.H Phillips
106 Lower Street
Salhouse
Norwich
NR13 6AD



Dated: 24th February 2022

MARTINEAU MEMORIAL HALL

England & Wales - Charity number 232608

Accounts

Report of the Octagon, Martineau Hall and Hapton Trustees to AGM 2021

Trustees: David Carter, Bruce Chilton (Chair), Simon Rathbone (resigned 9.1.20), Mary Rae and Rod Voegeli with the Congregational Chair, Gavin Howell (resigned 22.5.20) and the Treasurer, Dick Wright (resigned 31.12.20) were ex-officio members (as advised by the Charity Commission). The retired Treasurer, Dick Wright, has kindly remained as advisor to the Trustees. The British and Foreign Unitarian Association is the Octagon Chapel's residual trustee.

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The Trustees invited the Committee to continue administering activities of the Octagon Unitarians where possible, notwithstanding the national lockdown, and are most grateful for their work in many such areas as the Meditation Group, Poetry Group and Covid Risk Assessments for the Chapel and Hall. We are very grateful to Mary and her contributors for the fortnightly Octagon newsletter which was enjoyed by everyone. Special thanks to all those members who quietly supported other members. Your Trustees met twice before the lockdown and with the Committee met jointly five times in the past year and, after the AGM on 18.10.20 (postponed from March), the Trustees met separately in two further meetings. During 2021, the separate meetings have continued including a joint meeting on 9.9.21.

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The Covid pandemic has been a dreadful experience for us all. The Norwich Unitarians have been fortunate in having only one member contract the infection and enter hospital and we all hope she has made a full recovery. Let us also hope, despite still high numbers of infections around the UK, that the pandemic is now coming to an end without further lockdowns.

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With apologies for an over-long report covering 20 months, I commend this report of the Trustees to you. Please elect a new Chair!

Bruce Chilton.

This report covers the financial period 01/01/2020 to 31/12/2020.

Accounts records are kept using a computer program specifically designed to maintain church records.

The accounts have been independently examined by C H Philips. A copy of the examination report is included on page 2 of this report.

The Balance Sheet follows on page 3.

A more detailed breakdown of the Fund holdings is on page 4.

It should be noted that the Endowment Fund is not an available asset, but does provide income for the Chapel.

Income and expenditure for 2020 is shown on page 5.

This shows both the normal income and expenditure plus, remaining costs from the phase 1 refurbishment of the Martineau Hall and the legacy which we have gratefully received from the Estate of Sophia Hankinson.

The subset of accounts for the Martineau Memorial Hall which will be separately reported to the Charities Commission are shown on page 6.

2020 has of course been an extraordinary year due to the Covid pandemic. The financial support of the congregation has been wonderfully maintained throughout the year and so although our income from events and ceremonies has been severely reduced, our running costs have been similarly lower allowing us to reach year end with a modest surplus.

Dick Wright

OCTAGON CHAPEL & MARTINEAU HALL**INDEPENDENT EXAMINER'S REPORT
TO THE COMMITTEE MEMBERS OF OCTAGON CHAPEL & MARTINEAU HALL**

I report on the accounts of the Committee for the year ended 31st 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 43(2) of the Charities Act 1993) (the Act as amended by S.28 of the Charities Act 2006) and that an independent examination is not required.

It is my responsibility to :

- examine the accounts (under section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act as amended); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:
 - (i) proper accounting records are kept (in accordance with section 41 of the Act); and
 - (ii) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C.H Phillips
106 Lower Street
Salhouse
Norwich
NR13 6AD



Dated: 12th February 2021

Balance Sheet detailed

		As at 31/12/2020	As at 31/12/2019
Fixed assets			
1401	Church Equipment	1,317	1,317
	Total Fixed assets	1,317	1,317
Current assets			
1501	Bank current a/c	403,951	7,931
1503	COIF 1 deposit a/c	107,286	103,360
1506	The Charities Property Fund	35,317	36,251
1507	COIF Charities Investment Fund	31,107	29,237
1508	COIF Ethical Investment Fund	92,654	87,172
1511	Debtors	—	—
1513	Prepayments	4,845	4,279
	Total Current assets	675,163	268,232
Liabilities			
1611	Creditors	—	—
1613	Accruals	1,092	1,597
	Total Liabilities	1,092	1,597
	Net Asset surplus (deficit)	675,388	267,952
Reserves			
	Excess / (deficit) to date	401,018	—
Z01	Starting balances	267,952	250,785
Z02	Gains and losses on investments	6,417	17,166
	Total Reserves	675,388	267,952

Represented by Funds

Unrestricted	164,522	148,155
Designated	37,104	3,386
Restricted	350,000	—
Endowment	123,762	116,410
Total	675,388	267,952

Breakdown of Funds

As of: 31 December 2020

Nominal code	General	Designated	Restricted	Endowment	Total	Last year
Nominal code						
1401 : Church Equipment	1317.00	0.00	0.00	0.00	1317.00	1317.00
1501 : Bank current a/c	16847.45	37104.18	350000.00	0.00	403951.63	7931.14
1503 : COIF 1 deposit a/c	107286.76	0.00	0.00	0.00	107286.76	103360.16
1506 : The Charities Property Fund	35317.07	0.00	0.00	0.00	35317.07	36251.64
1507 : COIF Charities Investment Fund	0.00	0.00	0.00	31107.85	31107.85	29237.90
1508 : COIF Ethical Investment Fund	0.00	0.00	0.00	92654.53	92654.53	87172.25
1511 : Debtors	0.00	0.00	0.00	0.00	0.00	0.00
1513 : Prepayments	4845.97	0.00	0.00	0.00	4845.97	4279.20
1611 : Creditors	0.00	0.00	0.00	0.00	0.00	0.00
1613 : Accruals	(1092.00)	0.00	0.00	0.00	(1092.00)	(1597.00)
Totals	164522.25	37104.18	350000.00	123762.38	675388.81	267952.29

Represented by

Unrestricted - General	164522.25	0.00	0.00	0.00	164522.25	148155.84
Designated - Building	0.00	36901.76	0.00	0.00	36901.76	101.32
Designated - M-Hall	0.00	202.42	0.00	0.00	202.42	3284.98
Restricted - SH-Chapel	0.00	0.00	175000.00	0.00	175000.00	0.00
Restricted - SH-Hall	0.00	0.00	175000.00	0.00	175000.00	0.00
Endowment - Endowment	0.00	0.00	0.00	123762.38	123762.38	116410.15
Totals	164522.25	37104.18	350000.00	123762.38	675388.81	267952.29

Breakdown of Income and Expenditure

	2,020			2019		
	Normal Activities	SH Legacy	MH phase 1	Normal Activities	MH phase 1	Chapel roof
INCOME						
0100 (Fund raising)	12			99	1,327	
0102 (Church collections & subscriptions)	12,607			16,508		
0103 (Donations)	870	378,726		3,180	2,015	
0104 (Fees, Weddings etc)	350			3,652		
0108 (Gift Aid)	3,437			3,958		
0108 (Hire of Chapel)	388			7,128		
0109 (Interest & dividends received)	5,278			6,009		
0110 (Manse Letting/share of sale)	15,700			4,080		
0120 (Martineau Hall lettings)	755			4,577		
0122 (Martineau Hall rent (NORCA))	16,867			25,000		
0124 (Reimbursements from third parties)	1,982			4,956		
0125 (VAT Recovery)						815
	58,045	378,726		79,148	3,341	815
EXPENDITURE						
0201 (Admin, consumables, licenses)	690			1,167		
0202 (Water (less NORCA share))	280			460		
0203 (Cleaning)	895			2,844		
0204 (Payments to be reimbursed)	1,924			4,911		
0206 (Electricity)	706			1,489		
0207 (Equipment (purchase, repair & maint))	1,447			1,413	584	
0208 (Members support-GA, Hucklow, courses)	0			1,258		
0210 (GA quota)	1,995			1,960		
0211 (External Grants-includes GY share of Manse)	7,912			1,176		
0212 (VAT Heritage Roof Repairs)						815
0213 (Heating oil)	882			2,822		
0214 (Insurance less NORCA share)	5,182			4,753		
0215 (Memberships, Legal & Professional fees)	440			470		
0216 (Building Maintenance & Repair)	6,002			12,677	142	4,075
0218 (Organist)	1,270			1,560		
0221 (Publicity)	549			1,830		
0222 (Building works & alterations)			3,426		136,489	
0225 (Sunday Club)				38		
0227 (Telephone & Broadband)	597			576		
0240 (Manse insurance & repairs)	906			2,381		
0243 (Ministry expenses)	200			2,026		
0244 (Ministry pulpit supply)	450			2,285		
	32,327	0	3,426	48,096	137,215	4,890
Total Income less expenditure	25,718			31,052		

Martineau Hall Income and Expenditure

From **01 January 2020** **01 January 2019**
To **31 December 2020** **31 December 2019**

M-Hall - Martineau Hall (Designated) Fund Incoming resources and Resources used

Receipts

Incoming resources from generated funds

 Activities for generating funds

 Fund raising

10 —

Total Activities for generating funds 10 —

Other incoming resources

 Martineau Hall lettings

695 4,576

 Martineau Hall rent (NORCA)

16,666 25,000

 Reimbursements from third parties

— 3,022

Total Other incoming resources 17,361 32,598

Total receipts

17,371 **32,598**

Payments

Governance costs

 Admin, consumables, licenses

61 —

 Insurance less NORCA share

207 225

Total Governance costs 268 225

Other resources used

 Water (less NORCA share)

199 318

 Cleaning

80 480

 Payments to be reimbursed

— 3,022

 Electricity

852 817

 Equipment (purchase, repair & maint)

17 915

 Building Maintenance & Repair

4,497 6,924

 Telephone & Broadband

288 266

Total Other resources used 5,935 12,743

Total payments

6,204 **12,969**

Excess of Incoming resources over Resources used

11,167 19,629

Brought forward balance

3,284 1,155

Transfers in/(out)

(8,000) (17,500)

Total carried forward balance

6,452 **3,284**

SH-Hall - Sophia Hankinson Martineau Hall (Restricted) Fund Incoming resources and Resources used

Receipts

Incoming resources from generated funds

 Voluntary income

 Donations (Legacy)

189,363 —

Total Voluntary income 189,363 —

Total receipts

189,363 **—**

Excess of Incoming resources over Resources used

189,363 —

Brought forward balance

— —

Transfers in/(out) to Building Fund

(14,363) —

Total carried forward balance

175,000 **—**

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Bruce Chilton.