

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.

The role of the Trustees is normally to deal with legal matters, property-holding, finance and endowments and guardianship issues. But the Covid pandemic led to a national lockdown in March 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 currently have 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 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.

Nearly all of the meetings have been through Zoom, the online facility, and without the risks of meeting in person. We must be very grateful to the Chapel Secretary for introducing many of us to this new technology which has allowed us, through the skills of David Carter, in 2021 to hold Zoomed services from the Chapel.

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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.

Finally, this is an important request to all Octagon members. Sadly, the delayed AGM of 18.10.20 received no nominations for the Chair of the Chapel, despite what proved to be only a brief pause in the national lockdowns. With the AGM arranged for 3.10.21, when the 2020 reports will be presented for approval, it is very much hoped that the Octagon will elect a new Chair to lead the Committee and the community in its return to renewed, normal activities. This will allow the Trustees to return the suspended Octagon Constitution and Bye-laws largely into force. Those parts relating to the duties of the Admin and Booking Officer and the financial arrangements will have to remain suspended while all of the Constitution and Bye-laws are revised, brought up to date and presented for approval to the next AGM as usual in March or April, 2022.

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		
0106 (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))	16,667			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
Total receipts	17,371	32,598

Payments

Governance costs		
Admin, consumables, licenses	61	—
Insurance less NORCA share	207	225
	Total Governance costs	268
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
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

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.