

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

I report on the accounts of the Committee for the year ended 31st December 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year, (under section 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
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Dated: 24th February 2022