

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	—
	<i>Total: Voluntary income</i>	575	—
<i>Investment income</i>			
Interest & dividends received		355	—
	<i>Total: Investment income</i>	355	—
Other incoming resources			
Martineau Hall lettings		8,460	700
Martineau Hall rent (NORCA)		25,000	25,000
	<i>Total: Other incoming resources</i>	33,460	25,700
Total receipts		34,391	25,700
Payments			
Governance costs			
Admin, consumables, licenses		4	—
Insurance less NORCA share		229	219
	<i>Total: Governance costs</i>	233	219
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
	<i>Total: Other resources used</i>	4,132	2,629
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.

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: 27th February 2023