

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

	Total Voluntary income	214	469
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Activities for generating funds

Hire of Chapel	—	217
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	Total Activities for generating funds	—	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

	Total Other incoming resources	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	—

	Total Governance costs	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

	Total Other resources used	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

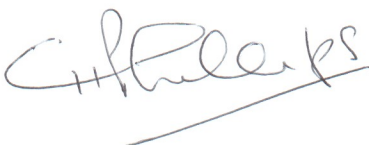
In the course of my examination, no matter has come to my attention:

(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
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Dated: 14th March 2025