



ROSSLYN HILL UNITARIAN CHAPEL
Annual General Meeting 2024

Sunday 17th March 2024 at 12.30 pm

Hybrid meeting in person and on Zoom

Registered Charity 1131346

Registered Co. No. 05992717

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LETTER FROM CHAIR & NOTICE OF AGM 2024

Dear Members and Friends,

The Annual General Meeting (AGM) of the Rosslyn Hill Chapel Congregational Community will take place on Sunday, 17th March from at 12.30- 2 pm in Chapel AND online via the Zoom video conferencing platform-our first hybrid AGM. If attending online, please ensure you have the latest software on your device and log on 10 minutes earlier at 12.20pm to allow for any technical issues.

We expect this to be an informative yet efficient meeting and we encourage you to attend. There will be pizza in the Chapel and for our virtual attendees, we suggest you have a snack and drink at hand to hold off any hunger pangs!

Please find an agenda, and draft of the minutes of the March 2023 AGM. The AGM report 2024 which follows contains short updates from various activities taking place at the Chapel or online in the past year, and the agenda provides guidance on how to vote for those using Zoom.

The AGM agenda will cover elections for new Trustees to the Board and Elders, as well as an opportunity to ask about all the groups and activities that form part of our community.

Board of Trustees Elections and Elders

There are vacancies on the Board of Trustees to fill from Members of the Congregation. Under the Standing Orders, no Member can serve for more than two terms of three years and at each Annual General Meeting, a third of the current Trustees must resign by rotation.

- Erich Wagner is stepping down as Trustee
- Sally Somerville has been on sabbatical and will return as Elder

Alison Bybee

Chair, Board of Trustees



Roslyn Hill Unitarian Chapel

Annual General Meeting

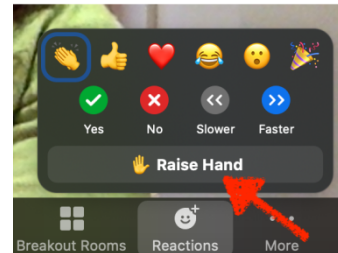
On Zoom at 12.30pm Sunday March 17th 2024

(Please log in at 12.20 to avoid delays in the waiting room and enable a prompt start).



For any voting, we will use the 'raise hand' function/icon which can be accessed under 'Reactions' or 'Participants' depending on your version of Zoom.

See **Zoom doc** for more instructions.



AGENDA

- | | |
|-------|---|
| 12:30 | 1.Devotional |
| 12:35 | 2. Welcome and introduction to the meeting (Chair) |
| 12:40 | 3. Establish a Quorum (Secretary) |
| 12:45 | 4. Approval of minutes of March 2022 AGM |
| 12:50 | 5. Chair's report |
| 12:55 | 6. Chapel Heating report (Chair) |
| 13:20 | 7. Vote on Heating Renovations Proposal |
| 13:25 | 8. Presentation & Questions on the committee reports |
| 13:30 | 9. Presentation of Financial accounts for approval |
| 13:35 | 10. Election of Board members (Trustees) |
| 13:40 | 11.Election of Elders |
| 13:45 | 12. Endorsement of GA delegates/ LDPA rep confirmation. |
| 13:50 | 13. Any other business |
| 14:00 | 14. Close of Meeting |

NB: Right to Light issue needs to be actioned in 2025



ROSSLYN HILL UNITARIAN CHAPEL
ANNUAL GENERAL MEETING
Sunday 26th March 2022 at 3pm
Venue: remote meeting by Zoom

DRAFT MINUTES 2023

Registered Charity 1131346 Registered
Co. No. 05992717

1 Welcome and Devotional
Devotional provided by Rev Kate
2 Welcome and apologies
Chair: Alison Bybee (AB) Minute Taker: Angela Dobson (AD) Apologies:
3 Establish a Quorum
78 members on the roll (Quorate 20% of membership at least 15), 22 members present. In addition, 2 proxy votes lodged with members present at the meeting. AGM Quorate. Alison Bybee, the Chair, thanked everyone for coming to the meeting. The agenda was approved.
4 Approval of the minutes of March 2023 AGM
Margaret Perry (MP) asked was a finance group established? AB replied no formal finance group was established, however, Andrew Appleyard, Angela Dobson (Administrator) and Tony Groman Accountant /Auditor met on 2 or 3 occasions to discuss finances which has provided welcome help and input. A revision is needed to the wording in the minutes of the major roof renovation proposal accepted last year to include the monies allocated (actual amount agreed omitted in error) Proposal: That the most competitive tender received for roof renovations to the Chancel and Nave roof was from Messrs Church Care Contracts to the sum of £162,917.00 plus VAT. An overrun was allowed should extra works be allowed for extra works up to £200k. Works to be undertaken in Summer 2022. NB this is significantly lower than an earlier estimate of £600K some years ago). The proposal was accepted and approved by a clear majority MP queried the Right to Light Issue. AB replied neighbours had built windows on a boundary wall looking into our property, we need to contest this in a letter every 15 years otherwise they will have a right to light and if we developed a building in front they could complain that we were taking away light from their windows Proposal to accept the Minutes Sally proposed, Deb seconded, clear majority in favour
5 Chairs Report
At an inspiring in-person Away Day meeting at the Chapel, after all the lockdowns the board maintained that they want the Chapel to continue and thrive. Newcomers often surprised to find us, we need to extend our welcome

JannaWilliams (JannaW) warm thanks to AB, Kate and the Board in extraordinary times, wanted an update on flowers. AB replied a workshop by Ikebana took place to commemorate Helene Howard, another planned in the future. Laura Somers now our florist for main displays, worship assistants bring in fresh flowers each week. People can still sponsor flowers on Sundays.

Ken Levy (KL) complimented an excellent and succinct report.

6 Presentation and questions on committee reports

MINISTERS REPORT Rev Kate, On Sundays evenings we have a series of monthly evening gatherings, once or twice a month we have something on a Sunday afternoon, e.g. a monthly Death Café or a workshop. Ambition to keep the Chapel open as much as possible

CHILDREN'S CHAPEL report, thanks to Maya for the creativity that brightens the children's activities around the monthly theme.

Julia echoed the thanks to Maya, CC team, Bob, Angelica and Jo. The children are so happy, creative and have lovely activities, other parents agreed (Kendra and John). Let more people know about it.

SOCIAL ACTION Andrew Appleyard (AA) Group reformed last April, with a lot of ideas, re-established the cold weather shelter in the hall over winter 2022. It will run again in November 2023, other partnering ideas are being discussed for the coming year. Trying to 'do action' rather than sitting at one side, promoted the food bank, there is more to come.

Janna W Thanks

Alison B SAC has hit the ground running

COMMUNICATIONS REPORT Rev Kate, Online services, use of technology, website and social media, Open Mind, any feedback? Outside leaflet holder useful tool for newcomers, notice boards commended.

How unhappy would you be if we stopped streaming?

- Can view services later
- Stefan Hein watched 3 events very grateful to have the opportunity and the choice
- As many options as possible to connect to people/ allow people to take part
- Important that socially isolated, elderly /sick can take part remotely

8 people were on the latest live stream

Focus on expanding the community

Volume (sound) could come up

John agreed about sound issues, and needed to upgrade the technology to include better cameras fixed in place. Invest in better technology, with less qualified people to operate.

KenL, Thank you for streaming Stefan H got it right it's a great option if something is on you can watch it even if only occasionally.

Ingrid, with restricted mobility and no transport really appreciate live streaming

Handful watching live, Adam looking into the analytics

Andrew - keep it, widening audience and existing congregation, look to improve the technology

Janna – agree with John let's build on what we have, continue with live streaming and promote

Another thing for Adam's to do list

CH Are you thinking of not continuing it? If not thinking of coming in person a nice to have the option

AB/KD not proposing to discontinue, just want to know who is watching

SS all for continuing, stop people walking in front of the camera, people standing up!

Children's chapel need to watch the person telling the story, not the kids. Add to the quality (of the received service)

KD we are not a TV studio but can make some improvements.

Claire The choir often comment that the choir is distorted hope that we can improve the sound quality

John the microphone situation more pressing, the piano /organ/ choir need 2 on piano, not a horrendous amount of money if people want online, do it once do it right

MP a lot of discussion before involving volunteers adequate consideration before volunteers .

KL must be careful not to make too professional operation which might make people in attendance feel awkward not a super duper recording, could be off putting

JE agree the proposal less like a recording studio not a Netflix original

MUSIC John Evans nothing to add

AB great having you as the choir master John

ADMIN REPORT Angela Dobson, Main focus the roof works in the last year very glad that is now finished.

Also the Gift aid procedures changed we will only claim where people have completed the new HMRC compliant gift aid forms.

EW last 3 years we have not claimed gift aid, new forms only submitted for people who have sent revised forms claimed £6,000, some compliance issues with the old declaration forms.

7 VOTE ON FINANCIAL ACCOUNTS

Income in the past year £300k (school, ballet and other sources) Expenditure excluding capital works £240K so we are living within our means running a surplus main expenses on the roof as a consequence ran an operating deficit of £225K. We tapped into the endowment fund to pay for that with accumulated surpluses.

Main investment M & G Charifund, investment performance last year was flat but given the turbulence in the market OK.

We have money to repair the organ and other things we have been talking about today.

We are in a good position for big capital items down the line.

JohnE toilets in the chapel next year need refurbishment we can afford them

KL what a marvellous contribution Andrew has made to the chapel since he returned, remarkable input.

<p>Progressing VAT reclaim on the roof</p> <p>Vote on accounts raise hands with 2 proxy votes held by Alison and Claire</p> <p>Proposal that the financial accounts are accepted</p> <p>A clear majority voted to accept the financial account, with the addition of 2 proxy votes (held by: AB 1 proxy vote, CJ 1 proxy vote).</p> <p>Accounts approved</p> <p>Q from John further information on organ expenses</p>
<p>8 NEW BOARD MEMBERS INTRODUCTION</p> <p>Selection of the Board Members</p> <ul style="list-style-type: none"> - Michael Macy stepped down and retired - Kendra Torgan willing to step up the board would like to participate <p>AB been on board for 3 years must retire but willing to stand again AA proposed Claire Julian seconded, All in favour</p> <p>Kendra the sturdiness of the congregations is inspiring, JE proposed, AA seconded All in favour</p> <p>More room on the board for others ALL JOINED THE BOARD BY AFFIRMATION</p> <p>Two Board members stepped down in the year Kendra Torgan and Leighton Cole</p>
<p>9 ELDERS</p> <p>Sally will resign (taking a year off)</p> <p>KL will continue as an Elder as SS stepped down</p> <p>Elders now: Margaret Perry , Ken Levy, James Chiri and Ingrid Tavkar</p> <p>Elders are updating the history of the chapel, chapel is special within Unitarianism and UU</p> <p>Election of the elders now resolved</p> <p>Claire proposed, AA seconded, all in favour</p>
<p>11 Endorsement of GA Delegates and LDPA rep</p> <p>GA delegates at annual meeting</p> <ul style="list-style-type: none"> - Kendra (delegate) with son Jackson - Sabrina (delegate) with children Rebecca & Alex, also Sabrina's husband (who drove) <p>Delegates proposed a Majority in favour</p> <ul style="list-style-type: none"> - Rev Kate going with son Ezra, Adam also going as an observer <p>Rep at the LDPA Ken Levy</p>
<p>12 AOB</p> <ul style="list-style-type: none"> ● The Wording on Articles of Association needs to be scrutinised and changed to enable hybrid meetings; we may require an additional meeting to change the wording on the Articles. ● Janna requested a list of trustees occasionally in the service sheets. ● Complaints about the front gardens, compacted ground, trampling on the flower beds a problem due to AB to discuss with school ● Janna suggested reviewing procedures ensuring they are in line with employment law (should not be able to exclude someone on one person's say so) ● Julia K women's toilet out of order in the hall, no toilet seat in the other toilet ● Procedural minutes Right to Light issue must be addressed in 2025 by a solicitors letter <p>Next AGM on 17th March 2024</p>

CHAIR REPORT

I am very pleased to present another Chair's Report. It has been a very eventful and stimulating year for our community and beyond. We continue to re-imagine our spiritual home at Rosslyn Hill Chapel and it's wonderful to hold our first hybrid AGM, with participants live in the Chapel and online.

The Board of Trustees* meets together monthly on Zoom. The priorities for the Board in 2023 were broadly the same as 2022: continuing provision of worship by supporting the Minister; supporting Chapel activities led by the Minister and/or other Committees and groups, caring for the property, and being responsible for the prudent running of the Chapel's finances. An important part of our role as Trustees is to keep our resources, priorities, and spending under review. In addition, we try to provide good governance regarding priorities for our activities and presence in the wider community.

It has been busier than ever, and not without some hiccups and learning opportunities that we may not have enjoyed very much or appreciated at the time.

The Board tries to hold an "Away Day" each year accompanied by the Minister, Administrator, and the Elders. We instead held an abbreviated "At-home Together Lunch Hour" on 17th February in Chapel.

Once again the sense that the Chapel is a special place, and we want to share it more widely, came through as a theme for the Board to develop.

Membership

I was delighted to welcome several new members to the Chapel community. I have very much enjoyed the increased level, variety and impact of our activities. A thriving community still needs a "critical mass" to remain vibrant, and I encourage all our members and friends to resolve to invite their friends and family, and share the love.

Ministry

Rev Kate Dean joined us as our settled minister over 7 years ago. Rev Kate has continued inspiring in provision of face-to-face, online and hybrid services, life event ceremonies, and a plethora of other activities. She has continued to welcome and involve new members to our community. She also has a growing presence on the wider stage of the Unitarian movement, here and abroad. We have benefited greatly from the support of our Ministerial Assistant, Adam Slate, who will complete his time with us in the Autumn. Further details on ministerial activities can be found in the Minister's report.

Property and Capital Spending Priorities

The maintenance of the property has been the focus of many discussions in the Chapel and on the Board over the years. Our income and investments have continued to do well, as you will hear in the Treasurer's report. Maintenance and repair work continued, particularly electrical work this year, with many tasks and projects to keep the lights on and ensure the health and safety of the building and the inhabitants, more details to be found in the Administrator's Report. Going forward, there is no shortage of ideas for improvements (heating, electricals, grounds, physical access, kitchen, toilets. Etc. etc.). This year I will shortly ask you to

consider and vote on a capital spending project regarding provision of heating in the Chapel.

Concluding Remarks and Thanks

I would like to sincerely thank you all for your efforts on behalf of the Chapel community. I'd particularly like to thank Rev Kate, the Worship Committee, the Music director, and Trustees of the Board, Elders, the Administrator, Financial Assistant, among other friends and volunteers who make contributions to the life of the Chapel.

Alison Bybee

Chair, Board of Trustees

**The Board of Trustees is the executive body of the Chapel. Some still refer to it as the Management Committee or Management Board. The Board derives its authority from the congregation. Officially we are a company limited by guarantee (CLG) and the members of the Board are Trustees and Directors of the company with limited personal liability. Our activities and procedures are determined and guided by the Articles of Association and Standing Orders that set its parameters and scope for action. We are also guided by external advice, including from the Charities Commission.*

CHAPEL HEATING PROJECT CAPITAL FUNDING PROPOSAL

Introduction:

Chapel historians may correct me on the finer details, but I gather that not only did our Victorian forbearers provide us with this beautiful sanctuary in 1862, but they also saw fit to design in a heating system. This was delivered by pipes running under the floor with ironwork grilles over them to allow the heat to rise into the sanctuary space. The energy was produced by a boiler in the crypt, heated by burning solid fuel. I suspect that our current minister is rather thankful that the job description no longer includes getting up early on Sunday morning to climb down to the crypt and shovel coke into the boiler! This system became expensive to run and attendees seemed to resort to many layers of clothing to fend off hypothermia until the unhappy clamour became too great – the Board of the day in the mid-1980s. reluctantly approved a newfangled natural gas supply to be installed from Kemplay Road, to run a replacement heating system. This made the chapel warmer than before and was cheaper to run, but the noise it made was an issue from day one, to this day. The electric overhead radiant heaters were installed later and were described to me in 2004 by Bill Ellington, a former chair, as “an egregious waste of money”. They do seem to provide more of a psychological boost than effective heating, which rises straight up to the ceiling (see Figure 1, taken from a report I will describe below).

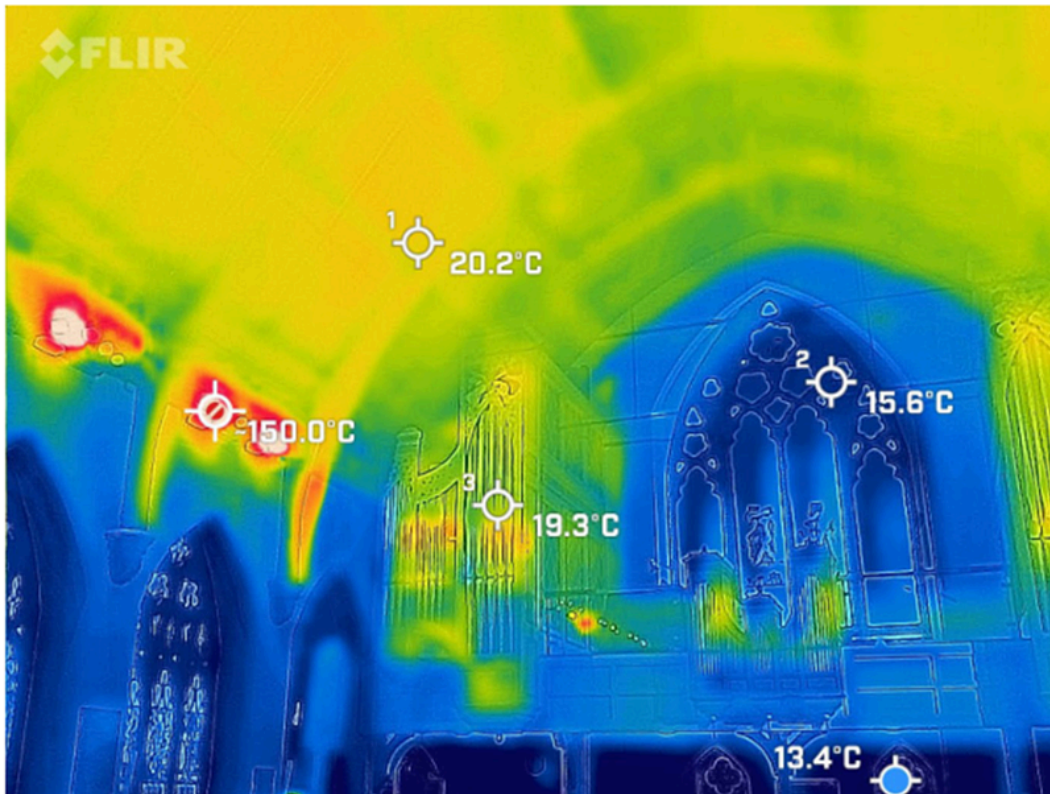


Figure 1 - IR imaging of the effect of stratification at Rosslyn Hill Chapel

Summary:

An improvement in our heating provision is well overdue; we are using a ridiculous amount of kWh costing thousands of pounds annually for winter heating of our Chapel, yet it is not even comfortable. I propose we install a modern heating system at a cost estimated at £138,933 +/- 10%.

Rationale:

A long period of isolated repairs and stop-gap replacements have now become frequent, with an increase in frequency and volume of justified complaints from our main lessees the Academy School; it's also apparent to anyone visiting the Chapel in winter that our expenditure on heating is not reflected in comfort for the inhabitants.

Several board members and staff attended a conference "The Future of Heating in Historic Buildings Conference 2022" to learn more. As a result, RHUC Board commissioned a comprehensive Heating Feasibility Study Report in 2023 for the Chapel by Michael Brennan MEng MIET of Chris Reading Associates Ltd.

Comments from his report "*The existing heating system is wholly inappropriate for the building type, and extremely wasteful of energy.*"

"The Gold Standard form of heating would be an LTHW underfloor heating and radiator heating system with an air source heat pump and solar PV**."*

“The proposed heating system would offset the winter heat loss completely and would react quickly enough for impromptu or intermittent operation”.

*LTHW: low temperature hot water (low meaning not as hot as a conventional radiator) ** Photovoltaic

I therefore propose that we install the components below, the most disruptive part of the system, in the available window of time this summer during our lessees' school holidays, with the addition of solar PV (2023 cost ~£36k) to follow in due course.

Air-source heat pump, Underfloor Heating, and Radiator System:

Capital Installation Cost Estimate (2023) £138,933 +/- 10%

This figure does not include the works that may be required to make good the structure underneath, nor the cost of the new floor covering, but those works are part of maintenance responsibilities that we must cover anyway, not capital improvement.

This figure also does not include VAT, but it may be possible to again claim a worship grant for VAT recovery, as AD successfully recovered following our roof project in 2022.

AB sought quotations from 3 heating specialist firms and selected Alec Morrow of Integrated Heating Ltd to manage this part the project to deliver a well-functioning result within budget and timescales required. Integrated Heating is a local firm, a Which? Trusted Trader with 12 years of experience, has overseen over 140 installations and was endorsed personally to AB by Lorna Richardson, Warden of Westminster Quaker Meeting House after a similar installation. A general services consultant firm will oversee the project as a whole including guidance with respect to Listed Buildings Permissions.

- All three heating engineers who tendered agreed that maintaining a stable continuous temperature using an underfloor system (UFH) and radiators in the main chapel would greatly improve our comfort.
- Air source heat pumps (ASHP) will provide the energy to power the UFH and radiators. ASHPs are a sensible addition to produce, for every 1 kW of electricity used, at least 2.5 kW of and should allow us to transition all heating fully onto our Renewable Electricity Tariff. This work will make a substantial contribution towards our part of national and denominational efforts to decarbonise.
- This specification is tailored to our Chapel needs as a building that is inhabited for many hours every day and will also provide a stable temperature to the benefit of our interior furnishings, art works and musical instruments.

I have a vision of our Chapel as a WARM, in addition to a welcoming oasis of beauty and friendship.

MINISTRY REPORT

The Chapel's calendar was bursting with activities this year which included a number of new or expanded initiatives. The ministry team was augmented by Adam Slate, who chose to do his internship at Rosslyn Hill Chapel as part of his ministry training with the Unitarian Universalist Association in the US. Adam brought with him a wealth of lay leadership experience and new ideas for social outreach. He strengthened the chapel's links with local organisations, established a regular Men's Group and supported Chapel activities in a number of ways.

Sunday morning services continued to be livestreamed and available on the Chapel's YouTube channel most Sundays. The online social meeting 'Virtual Side Aisle' hosted by a volunteer, Tom Gilb, was available afterwards for those who were not able to attend services in person. Attendance on Sundays, especially at Sunday afternoon and Sunday Evening Gatherings has increased with alternative meditation, such as the evening Sound Bath meditation, and pagan ceremonies as well as the monthly Death Cafe, being particularly well attended.

Eight wedding ceremonies and five funerals were conducted in 2023 by celebrants Rev Kate Dean, Adam Slate and Claire Julian. Gail Brackett is the Authorised Person for the legal part of the marriage ceremony.

In May, we completed the sermon-writing course The Shared Pulpit, running over eight monthly sessions as a collaboration between Unitarians in London, Edinburgh and Bury, Lancs., co-led by ministry student Janine Hurley. Rev Kate also collaborated with neighbouring Unitarian minister Rev Michael Allured on a course book based on their spirituality sessions called *Soul Deep: Exploring Spirituality Together*, which will be published in April 2024.

In October, a team from the Chapel staffed a stall at Middlesex University's Freshers Fair. Although it was an interesting experience, the results remain to be seen. Rev Kate continued to strengthen links with Channing School in Highgate and has visited to conduct assemblies at the Junior and Senior School. She has also established many connections through attending the Camden Faith Leaders Forum and was trained by the Faith and Belief Forum to speak as part of a schools programme.

WORSHIP GROUP

Worship Group members: James Chiriyankandath, Sally Somerville, Andrew Appleyard, Roger Mason and Margaret Perry.

This group supports Rev Kate with Sunday service arrangements. They are invaluable Worship Assistants, especially on Sundays when a guest preacher is leading the service. The group has met regularly to give their feedback on revised guidelines for stewards, guest preachers and general activities. The group is grateful to Claire Julian and Gail Brackett who have also stepped in as Worship Assistants for some services.

MEMBERSHIP

Chapel Membership is managed by volunteer Claire Julian and the minister Rev Kate Dean. Those interested in joining as official members are sent information and can meet with either person to learn more about membership. Six new members were recognised and welcomed at the annual Membership Service in October.

Pastoral care was offered by Rev Kate and Adam Slate to members and friends of the Chapel when requested. A need for better connections to Chapel members was identified and work began on establishing systems to ensure members felt adequately supported.

The rights by the next AGM.

SOCIAL ACTION 2023-24

Social Action Group: James Bell, Andrew Appleyard, Claire Julian, Adam Slate, Trevor O'Farrell and Rev Kate Dean

The Social Action Group is responsible for selecting monthly Good Causes as a focus for our collections, liaising with other community groups on joint ventures and managing the Cold Weather Shelter.

The Chapel formed a partnership with Highgate Newtown Community Partners which organises lunch clubs and stay and play groups for children under-5 in the Highgate area. This partnership emboldened us to expand our provision with help of a grant from Camden Council's Cost of Living Equity Fund. In September, we launched the Community Table lunch club on the second Sunday of each month in our Hall. Also in September, our formerly monthly Saturday Club was offered on a weekly basis during term time. The funding, kindly obtained by volunteer Trevor O'Farrell, has paid for a cook for the lunch and a playworker for the Saturday Club to enable these activities to take place.

Social outreach included a number of other collaborations with organisations such as Queens Crescent Community Association (QCCA) and Mitzvah Day. On the extra bank holiday during the King's Coronation weekend, the Chapel hosted a coffee morning attended by around 120 people including Barnet SACRE interfaith children's choir and the Mayor of Camden, where we highlighted volunteering opportunities in the area and collected food for QCCA.

The annual Winter Shelter was again held in the Chapel Hall for up to 16 guests from C4WS for nine weeks from 3rd November. Again there was a fantastic set of volunteers led by outstanding co-ordinator, Andrew Appleyard. We enjoyed getting to know our guests - many from Eritrea and Sudan - and gained a great deal from the team work the Shelter engenders. A big thank you to all those who volunteered; we couldn't operate the shelter without you. Next year we will need to encourage more participation from women volunteers who are willing to stay overnight.

The Chapel hosted a Mother's Day Tea to raise funds for the children's charity Little Village and also hosted the Churches Together in Hampstead Quiz Night in aid of family charity The Winch, based in Swiss Cottage.

COMMUNICATIONS REPORT

Communications Team: Rev Kate Dean, Angela Dobson, Claire Julian

Online services and use of technology

Sunday morning services have been live-streamed regularly to the Chapel's YouTube channel: www.youtube.com/c/rosslynhillunitarianchapel and are also available after broadcast, via the channel and the Chapel's own website. This requires a technician to monitor sound levels and interact with online viewers.

Website and Social Media

The Chapel is now supported by freelance recruits to update the website and post information about services and events on our social media platforms on Facebook, Instagram, Meetup.com and Eventbrite.

Open Mind

Open Mind, the Chapel's monthly newsletter, has been circulated to members and to the wider public via the website, with printed copies available at Sunday services. Along with the lively weekly update email from the Chapel Office, Open Mind seeks to keep everyone informed of activities and events. Commissioned columns continue on the interests of Chapel Members, ranging from private passions to spiritual journeys. The Board is grateful to Claire Julian who has been editor of Open Mind for several years and has now decided to step down.

Noticeboards and printed materials

Non-digital promotional methods continue to play a role with many newcomers citing the noticeboard as the way they first became aware of the Chapel. Posters and leaflets are regularly updated. Those members and friends who were not able to attend services regularly or access online videos were sent printed copies of Sunday services along with other information

Rev Kate Dean

ELDERS REPORT

The four Elders met as needed during the last year, joined by the Minister when possible. We are James Chiriyankandath, Ken Levy, Margaret Perry, and Ingrid Tavkar (Margaret Perry and James Chiriyankandath shared the functions of chair).

An Elder attended all the monthly Management Board meetings, held on Zoom. Our brief is a supportive one, and includes monitoring the spiritual health of the chapel. We responded to a request from the Board to reconsider the Chapel's Code of Conduct and Conflict Resolution Document and recommended that an Annex be added to the latter on managing Disruptive Behaviour.

Margaret Perry continued to lead the initiative on updating the history of the Chapel after 1992 - when Ruth Rowntree's "Religious Devils of Hampstead" ends.

The Elders' lead a service annually in October and in the past year the theme was "The Value of the Negative".

James Chiriyankandath & Margaret Perry

TREASURERS REPORT FOR THE FINANCIAL YEAR ENDING 30TH SEPTEMBER 2023

Financial Review

The Statement of Financial Activities shows income for the year of £370,969 and endowment income of £1,633, an increase of £ 70,651 on the previous year .Total expenditure excluding depreciation was £402,968 of which £176,661 was on major chapel works . Normal activities were therefore £209,680.The capital works meant there was a net operating deficit of £33,632. Compared with a deficit of £224,754 the previous year. This deficit was financed from the endowment fund. The total charity funds at year end amounted to £1,636,930 up from £1,537,399 in 2022 mainly due to improved investment performance in the M&G fund.

The present level of funding is adequate to continue to support the running of the charity for the year ahead. The bulk of the funds will be replenished three times (on a termly basis) by our licensees who use our premises for their schools. Other sources of income include children's holiday camps, events, car parking, Chapel membership, weddings, memorial services, monthly giving and donations.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Andrew Appleyard Treasurer

SECRETARY'S REPORT

Erich Wagner was elected to the board in March 2018 and so has completed two three year terms and has to retire under our constitution. He has served as secretary to the board, his role has been to ensure compliance with our governing documents

and be the main contact for the Chapel's bank account. He joined as a member in 2001 and before that had been attending since 1994.

MUSIC DIRECTOR'S REPORT

2023 was a busy year for the choir - we sang music from Byrd to Barber, performed Mozart's Coronation Mass and Duruflé's Requiem, and put on a really successful fundraiser. We have welcomed a few new members too.

The organ rebuild is finally in progress; most of the pipes and some workings are now in Canterbury, where they are being refurbished and improved. The organ should be back in action in 3 or 4 months' time.

John Evans

THE HISTORY PROJECT

Ruth Rowntree's detailed study of the history of the chapel ends with a description of Tercentenary celebrations in 1992. Margaret is hoping to capture the history of the chapel since then, up to the present. Work has started on this task, with conversations happening with chapel members – sharing some memories of that 30 year period. Margaret hopes to complete the 'follow up' material by the end of this year, 2024. Then both histories can live in the newly opened Rosslyn Hill library.

Margaret Perry.

ADMINISTRATORS REPORT ON 2024 (COVERING 2023)

To summarise the main functions of the Administrators role in descending order of priority:

- To support the Minister in her work for the Chapel community
- To ensure that our main lessees are content with the Buildings and surrounds
- To care for the Chapel buildings and surrounds
- To promote the use of the Chapel for ad hoc lettings

Regular activities include the production of the weekly noticeboard poster; drafting and production of the weekly email newsletter to be finessed by Rev Kate. Members without easy access to computers were sent hard copies of services (when available) and Open Mind monthly, towards the end of the year this latter role was undertaken by Jamela.

Rites of passage bookings returned to normal. Our experiment allowing small wedding receptions in the chapel worked well with two weddings receptions after a wedding service undertaken in 2023 they were both rewarding but demanding on staff time.

Provided logistical support to the community lunch and Cold Weather Shelter.

The **gift aid claim form** was updated to current standards (if you have not made one please do so in a hardcopy form so that the chapel can claim on your contributions.

RHUC is now subscribed to HR advice and support from Croner which will give us access to legally required documents and procedures.

We are also subscribed to 31:8 for safeguarding support.

The Chapel has moved to EDF wholly renewable electricity and renewed with British Gas for Gas supply.

Lessees and lettings

The Academy school and Ballet were our main lessees in 2023. Foxtons now have 9 regular car spaces at the chapel, along with another regular car park lessee. In term time the school use up to 6 car spaces.

Other regular lessees include: NA (Narcotics Anonymous) and the AA (Alcoholics Anonymous); Keiko's Japanese flower arranging lessons; Sofar sounds are now a monthly event spearheaded by Stew's efforts and enthusiasm; the events give opportunities to up and coming musicians.

Over the summer our lettings were again curtailed due to the building works.

Amongst ad hoc lets we hosted lectures from Heath and Hampstead Society, an Ikebana flower exhibition, a photoshoot and more concerts and recordings. We have hosted a number of charity concerts at reduced rates as well as services for our friends the Baha'i group and Brahma Samaj. Most Sunday lettings have now ceased due to the successful development of the Chapel's own afternoon programme of activities by Rev Kate.

Chapel Buildings and Surrounds

At Easter we undertook a **5 year fixed wiring test**, the Grenfell disaster has led to a tightening of regulations and we had many rectifications as well as improvements to complete across the site. Supply issues have hampered some of the works which should be completed by this Easter along with all the extra improvements that have been commissioned.

- Lighting to Rosslyn Hill entrance re-laid with a higher grade of cable, buried properly and more resilient brick lights
- Emergency lighting installed across all the site buildings throughout exit routes
- Lighting to Kemplay Road entrance was completely refurbished with two new lamp posts and bollards (thanks to our local residents association who kindly contributed to the costs of the lampposts). This work was needed but pre-empted by a fox chewing through some cabling! All cabling is now buried below ground.

Over the summer we embarked on repairs to the Chapel walls at the front of the Chapel mentioned in the quinquennial review 2019. The works were more extensive than envisaged due to the ingress of numerous trees/ vegetation. The wall nearest Pilgrims place needed extensive rebuilding and buttressing. All with lime mortar in keeping with the age of the site and buildings. We also put up a fence along the boundary in the Manse garden

Hall use of the hall kitchen for the monthly community lunch necessitated an upgrade of the floor covering and treatment of some floorboards and joists for damp. A new dishwasher was fitted, staff sink improved. All to help bring the kitchen up to a modern standard.

The Hall itself had many low grade but emergency repairs, toilets blocking, floorboard broken, and broken cracked windows.

Manse had localised dry rot issues in the manse floor rectified after consultation with our surveyor. Manse roof repaired.

Security issues emerged in the autumn with anti-social behaviour in the Brides entrance. A Security company was appointed to lock the back gates at night and then visit in the early morning to check no one on site. In addition large outside events at night in the autumn had a security guard on site manning the side door and patrolling the grounds, additional sexton support given on site at events.

Police advised that a gate on the Bride's entrance should be installed as the problem would only escalate. Alison has led on finding a supplier and getting Ryan Bunce to prepare plans for planning permission to LB Camden.

Chapel Heating Project The existing Chapel gas heaters have been in steady decline and are at the end of their natural life, throughout the year 3 have been removed.

- An energy consultation with Chris Reading Associates was commissioned and reported
- Accurate plans were commissioned of the Chapel internally, and externally along the side aisle and to the Hall so that we can consider any future accessibility improvements

Alison will report more fully on progress.

Thank you from the Admin Team Angela, Jamela and our Sunday and special event Sexton Team Ben and Ashley with the addition of Kris and Neeley. Thanks also to George at ChurchCare Contracts our main contractor and Ryan Bunce our Surveyor who are always on hand to provide information and reassurance.

Rosslyn Hill Unitarian Chapel
Annual
General Meeting
Sunday 17th March 2024 at 12.30pm in
person in chapel and on zoom

PROXY VOTING PAPER

Voting by proxy is permitted at the A.G.M. for those *fully paid up members of at least six months standing* who cannot attend the meeting. *No member may hold more than two proxy votes.* If you wish to vote by proxy please complete the following form and pass it to the person you wish to cast your vote.

I _____ fully paid up member of Rosslyn Hill Chapel hereby authorise:

_____ to cast my proxy vote at

the Annual General Meeting Sunday 17th March 2024

Signed: _____

Rosslyn Hill Unitarian Chapel

Annual

General Meeting

Sunday 17th March 2024

NOMINATIONS FORM

Registered Charity 1131346

To be elected at the Annual General Meeting on 17- March, 2024

Candidates must be members of the Chapel for over six months at the time of the election. They must be proposed and seconded by fully paid up members of the Chapel.

You can write in additional candidates if you want to make more than nominations. Please PRINT names clearly

Nominations for vacancies on the Board of Trustees

Candidate	PROPOSED BY	Seconded By

Nominations for delegates to the General Assembly (Registration now closed)

Candidate	PROPOSED BY	Seconded By

Nominations for representative to the LDPA (London District and South Eastern Provincial Assembly)

Candidate	PROPOSED BY	Seconded By