



Kensington Unitarians

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Annual Report 2016



Essex Unitarian Church

Annual Report for the year ended 31st December 2016

Name of Charity

Essex Unitarian Chapel and Minister's House and Other Charities, as shown, known locally as Kensington Unitarians, 112 Palace Gardens Terrace, Kensington, London W8 4RT.

Charitable Registration

The church is registered as Charity number 230789. The original governing instrument is a conveyance dated 7th January 1783 and modified by schemes dated 9th December 1884, 15th January 1973 and 18th April 1986, which last incorporated the remaining eight charities.

Trustees

Natasha Drennan, Juliet Edwards, Carole Grace (to November 2016), Heidi Ferid-Hands, Howard Hague, Harold Lorenzelli, Roy Clark (from February 2016), Gina Bayley (from February 2016) and Brian Ellis (from March 2017).

The Custodian Trustee is the British and Foreign Unitarian Association Incorporate.

Management Committee

Juliet Edwards (Chairperson), Natasha Drennan, Gina Bayley and Roy Clark, Heidi Ferid-Hands, Carole Grace (to November 2016), Gina Bayley (from February 2016) and Harold Lorenzelli.

Minister

Rev. Sarah Tinker
The Manse Flat, 112 Palace Gardens Terrace, London W8 4RT

Treasurer

Natasha Drennan
112 Palace Gardens Terrace, London W8 4RT

Warden

Jenny Moy
Warden's Flat, 112 Palace Gardens Terrace, London W8 4RT

Secretary

Jane Blackall
20 Manchester Grove, London E14 3BG

Independent Examiners and Accountants

Lindeyer Francis Ferguson
North House, 198 High Street, Tonbridge, Kent, TN9 1BE

Investment Advisers

Citi Quilter
4th Floor, The Pinnacle, 73 King Street, Manchester, M2 4NG

Bankers

CAF Bank Ltd.
25 King's Hill Avenue, King's Hill, West Malling, Kent, ME19 4TA

Essex Unitarian Church

Annual Report for the year ended 31st December 2016

The Trustees submit their annual report together with the financial statements of Essex Unitarian Church for the year ended 31 December 2016. The Trustees have adopted the provisions of "Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (Charities SORP FRS 102).

The Charity's Purpose and Objectives:

Charitable Purpose and Policies

The purpose of the charity is to perpetuate public worship and to celebrate divine service every Sunday in the Unitarian manner.

Public Benefit

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives and planning future activities.

Aims and Activities of the Charity

We are here to worship, to share our experiences, to learn from each other, to explore our diverse faiths, to welcome spiritual seekers and to offer companionship on life's journey (including visiting the sick and comforting the bereaved). We advance Unitarianism in West London for the benefit of the public through: the holding of open Sunday services; celebrating rites of passage and multi-faith festivals; sharing our experience and learning from each other in religious education and social activities; producing and distributing Unitarian literature. The church also provides meeting spaces for other spiritual and social groups that are in accord with our liberal and spiritual ethos.

Structure, Governance and Management

The running of the church is under the control of the management committee with the trustees having overall responsibility for finance and staff employment. Trustees are appointed by invitation with a maximum number of 9 trustees to serve. They manage the charity by means of regular meetings, typically meeting eight times a year. The management committee is elected at the AGM with casual vacancies filled during the year. New trustees are given copies of the church accounts and previous Annual Reports along with a Charity Commission booklet explaining the responsibilities of trustees and a verbal explanation of how the church is organised.

The trustees who have served during the year are listed, with other key personnel, on page 1.

Review of Activities

During 2016 the trustees continued to work towards key objectives identified during previous AGMs. In particular these objectives included:

- The on-going maintenance and improvement of our church building and its facilities – in particular making the roof of the worship space watertight and installed a new heating system
- Renting space to other groups whose activities are in accord with our Unitarian ethos
- Our commitment to maintain a high standard in public liberal religious worship and in making our congregation visible to the wider world through high quality publicity materials, notice boards and use of digital media.
- Strengthening our social justice work in the world.
- Welcoming families into our community by running weekly children's activities on Sunday mornings
- Widening the number of people actively involved in congregational life by offering opportunities for people to take on leadership roles, to join a varied programme of small group activities and to volunteer for tasks which support the life of the church.
- Encouraging congregation members to attend national Unitarian events in order to forge links with our wider movement

Future Aims and Objectives

These objectives will continue to shape the trustees' future plans with a continuing emphasis on maintaining and improving facilities within our building, ensuring a satisfactory completion of work on the roof and new heating system, seeking professional advice about the back wall and drawbridge problems, and ensuring that our liberal religious activities are well publicised. As always we commit ourselves to welcoming warmly all who seek an open-minded and open-hearted spiritual community and reaching out to work with others, particularly connecting with other local groups on social justice projects.

Risks

The major risk is generating enough income to finance the charity's occupation of the building. The trustees have reviewed the risks to which the charity is exposed and systems have been established to mitigate those risks.

Financial Review

The results for the year are set out in the statement of financial activities on page 6 and the position at the end of the year is shown in the balance sheet on page 7. The total income for the year was £176,069, compared to £170,851 in 2015 and expenditure was £268,586 compared to £138,700 in 2015, which resulted in a deficit of £40,668 (2015: surplus of £21,292) after the net gains on the revaluation of investments. This deficit was due to exceptional expenditure on covering the roof with a new watertight membrane and installing central heating throughout the building – we expect to return to annual surpluses from 2017.

Policy on Reserves

The church has invested most of the reserves in funds expected to give a reasonable rate of interest, while keeping accessible enough to cover three month's running costs, and to fund anything but very major repairs to the building.

Restrictions on Funds

All Funds/Trusts under the control of the Trustees are for the benefit of the Church other than Thomas Scott's Endowment (income may be expended at the sole discretion of the Minister) and Stock Bequest (income must be used for Church music). We are working towards merging the small trusts, except the Stock Bequest and the Lindsey Hall Trust, into the main Essex Church charity, in which case Thomas Scott's Endowment will be replaced by a sum from general church funds, agreed by the trustees, being set aside for the minister's discretionary use.

Investment Performance

Having consulted financial advisors attached to the Unitarian and Free Christian General Assembly, the church divided their financial reserves between short and long term investments, bearing in mind their duty to invest safely and sensibly.

Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved on behalf of the Trustees:

Juliet Edwards

Date:

ESSEX UNITARIAN CHURCH

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Charity for the year ended 31 December 2016, comprising a statement of financial activities, balance sheet and accompanying notes.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below:

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Samantha Wells FCA
LINDEYER FRANCIS FERGUSON LIMITED
Chartered Accountants

North House
198 High Street
Tonbridge
Kent TN9 1BE

ESSEX UNITARIAN CHURCH

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016

| | 2016 Unrestricted Funds £ | 2016 Endowment Funds £ | 2016 Restricted Funds £ | 2016 Total Funds £ | 2015 Total Funds £ |
|--|------------------------------------|---------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Donations and legacies | 11,007 | - | 10,000 | 21,007 | 10,897 |
| Investments | | | | | |
| Dividends | 12,298 | - | 5,213 | 17,511 | 17,100 |
| Bank interest | 2,203 | - | - | 2,203 | 2,274 |
| Gift aid reclaim | 3,869 | | | 3,869 | - |
| Other trading activities | | | | | |
| Lettings income | 131,479 | - | - | 131,479 | 139,770 |
| Book sales | - | - | - | - | 810 |
| Total income | 160,856 | - | 15,213 | 176,069 | 170,851 |
| Expenditure on: | | | | | |
| Raising funds | 2 121,288 | - | - | 121,288 | 40,308 |
| Charitable activities | 3 137,298 | - | 10,000 | 147,298 | 98,392 |
| Total expenditure | 258,586 | - | 10,000 | 268,586 | 138,700 |
| Net gains/(losses) on investments | 39,273 | 1,475 | 11,101 | 51,849 | (10,859) |
| Net income/(expenditure) | (58,457) | 1,475 | 16,314 | (40,668) | 21,292 |
| Transfers between funds | 5,213 | - | (5,213) | - | - |
| Other recognised gains/(losses) | (53,244) | 1,475 | 11,101 | (40,668) | 21,292 |
| Gains/(losses) on revaluation of investments | - | - | - | - | - |
| Net movement in funds | (53,244) | 1,475 | 11,101 | (40,668) | 21,292 |
| Balances brought forward | 596,941 | 1,366,358 | 110,553 | 2,073,852 | 2,052,560 |
| Balances carried forward | 543,697 | 1,367,833 | 121,654 | 2,033,184 | 2,073,852 |

**ESSEX UNITARIAN CHURCH
BALANCE SHEET AS AT 31 DECEMBER 2016**

| | Notes | 2016 Total Funds £ | 2015 Total Funds £ |
|--|-----------|-----------------------------|-----------------------------|
| Fixed assets | | | |
| Tangible assets | 5 | 1,324,645 | 1,324,537 |
| Investments | 6 | 547,110 | 493,993 |
| | | <u>1,871,755</u> | <u>1,818,530</u> |
| Current assets | | | |
| Debtors | 8 | 10,777 | 11,170 |
| Cash at bank and in hand | 9 | 172,105 | 263,542 |
| | | <u>182,882</u> | <u>274,712</u> |
| Creditors : amounts falling due within one year | 10 | 21,453 | 19,390 |
| | | <u>21,453</u> | <u>19,390</u> |
| Net current assets | | 161,429 | 255,322 |
| Total net assets | | <u>2,033,184</u> | <u>2,073,852</u> |
| The funds of the charity | | | |
| Endowment funds | 11 | 1,367,833 | 1,366,358 |
| Restricted income funds | 11 | 121,654 | 110,553 |
| Unrestricted funds | 11 | 543,697 | 596,941 |
| | | <u>2,033,184</u> | <u>2,073,852</u> |

Approved by the trustees on

and signed on their behalf by:

S M Tinker (Minister)

Juliet Edwards

ESSEX UNITARIAN CHURCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2016

| | Notes | 2016 £ | 2015 £ |
|--|-------|-------------------|----------------|
| Cash flows from operating activities: | | | |
| Net cash used in operating activities | A | (108,878) | 10,905 |
| Cash flows from investing activities: | | | |
| Dividends and interest from investments | | 19,714 | 19,374 |
| Purchase of property, plant and equipment | | (1,005) | - |
| Proceeds from the sale of investments | | - | - |
| Purchase of investments | | (1,268) | (1,225) |
| Net cash provided in investing activities | | 17,441 | 18,149 |
| Change in cash and cash equivalents in the reporting period | | (91,437) | 29,054 |
| Cash and cash equivalents at the beginning of the reporting period | | 263,542 | 234,488 |
| Cash and cash equivalents at the end of the reporting period | | 172,105 | 263,542 |
| A. Reconciliation of net income to net cash flow from operating activities | | | |
| | | 2016 £ | 2015 £ |
| Net income for the reporting period (as per the statement of financial activities) | | (40,668) | 21,292 |
| Depreciation | | 897 | 1,833 |
| Dividends and interest from investments | | (19,714) | (19,374) |
| Gain/(loss) on sale of investments | | (51,849) | 10,859 |
| (Increase) / decrease in debtors | | 393 | (4,346) |
| Increase/(decrease) in creditors | | 2,063 | 641 |
| Cash flow from operating activities | | (108,878) | 10,905 |

ESSEX UNITARIAN CHURCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1 Accounting policies

Accounting convention

The financial statements have been prepared in accordance with the requirements of the Charities Act 2011, the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (Charities SORP FRS 102).

The Essex Unitarian Church meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

Incoming resources

Lettings income is recognised on a receivable basis.

Grant income is recognised when a formal offer is made in writing to the Society, unless the grant contains terms and conditions which must be met before the charity is entitled to the funds.

Donations are recognised when the charity has entitlement to the funds, any performance conditions attached to the funds have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from legacies is recognised when there has been a grant of probate, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached to the legacy are within the charity's control or have been met.

Income from investments, is stated at the amount receivable.

Resources expended

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable and the amount can be measured reliably. Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Support costs are allocated between raising funds and charitable activities based on the usage of the building.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle that obligation can be measured reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

ESSEX UNITARIAN CHURCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

Restricted funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally the church building and the investments. The income arising on The Carlisle endowment fund can be spent at the discretion of the minister. The income arising on the other endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income.

Tangible fixed assets and depreciation

Fixed assets (excluding investments and the freehold property) are stated at cost less accumulated depreciation. The costs of minor additions, or those costing below £400 are not capitalised.

Fixtures, fittings and works of art are depreciated at rates of 10% or 20% on cost per annum, depending on the estimated useful life of the asset. Computer equipment is depreciated on a straight line basis over 3 years.

Freehold property is included at the balance sheet at an historic valuation plus the cost of subsequent improvements. The trustees believe it offers a more true and fair view, and consider that the market value of the property is not less than the amount at which it is stated in the balance sheet.

Investments

Investments held are stated at market value. All movements in valuation are taken to the Statement of Financial Activities.

Pension costs

The charity contributes to the Ministers Pension Fund. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund totalling £3,769 (2015: £3,658). The charity also operates a defined contribution scheme for the benefit of the other employees. Contributions payable are charged to the profit and loss account in the year they are payable. The charge for the year was £1,764 (2015: £1,773).

Status

The Society is a registered charity in England and Wales. The address of the registered office is given in the Report of the Trustees.

ESSEX UNITARIAN CHURCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

2 Expenditure on raising funds

| | 2016 Unrestricted Funds £ | 2016 Endowment Funds £ | 2016 Restricted Funds £ | 2016 Total Funds £ | 2015 Total Funds £ |
|-------------------------------|------------------------------------|---------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Staff costs | 10,991 | - | - | 10,991 | 11,844 |
| Book costs | - | - | - | - | 692 |
| Investment management charges | 735 | - | - | 735 | 950 |
| Support costs (Note 4) | 109,562 | - | - | 109,562 | 26,822 |
| | <u>121,288</u> | <u>-</u> | <u>-</u> | <u>121,288</u> | <u>40,308</u> |

3 Expenditure on charitable activities

| | | | | | |
|------------------------------|----------------|----------|---------------|----------------|---------------|
| Staff costs | 48,571 | - | - | 48,571 | 47,936 |
| Staff courses & training | 5,292 | - | - | 5,292 | 7,246 |
| Congregational costs | 5,128 | - | - | 5,128 | 8,786 |
| Music | 10,200 | - | - | 10,200 | 10,372 |
| Donations, grants & projects | 6,074 | - | - | 6,074 | 4,544 |
| Support costs (Note 4) | 62,033 | - | 10,000 | 72,033 | 19,508 |
| | <u>137,298</u> | <u>-</u> | <u>10,000</u> | <u>147,298</u> | <u>98,392</u> |

The comparative figures include expenditure from the Endowment Fund of £1,400.

4 Support costs

General support costs

| | | | | | |
|--|----------------|----------|---------------|----------------|---------------|
| Insurance | 2,867 | - | - | 2,867 | 3,027 |
| Utilities | 7,694 | - | - | 7,694 | 7,587 |
| Cleaning | 7,702 | - | - | 7,702 | 7,047 |
| Repairs and maintenance | 138,437 | - | 10,000 | 148,437 | 14,293 |
| Office costs | 6,746 | - | - | 6,746 | 6,446 |
| Depreciation | 897 | - | - | 897 | 1,833 |
| <i>Governance function</i> | | | | | |
| Independent Examiner fees | 2,400 | - | - | 2,400 | 2,100 |
| Other fees paid to the Independent Examiner: | | | | | |
| Accountancy and payroll fees | 4,852 | - | - | 4,852 | 3,997 |
| | <u>171,595</u> | <u>-</u> | <u>10,000</u> | <u>181,595</u> | <u>46,330</u> |

5 Fixed tangible assets

| | Freehold Property £ | Fixtures & Fittings £ | Total £ |
|--------------------------|---------------------------|-----------------------------|------------------|
| Cost or valuation | | | |
| At 1st January 2016 | 1,322,709 | 88,150 | 1,410,859 |
| Additions | - | 1,005 | 1,005 |
| Disposals | - | (1,256) | (1,256) |
| At 31st December 2016 | <u>1,322,709</u> | <u>87,899</u> | <u>1,410,608</u> |
| Depreciation | | | |
| At 1st January 2016 | - | 86,322 | 86,322 |
| Charge for the year | - | 897 | 897 |
| Written off on disposals | - | (1,256) | (1,256) |
| At 31st December 2016 | <u>-</u> | <u>85,963</u> | <u>85,963</u> |
| Net Book Value | | | |
| At 31st December 2016 | <u>1,322,709</u> | <u>1,936</u> | <u>1,324,645</u> |
| At 31st December 2015 | <u>1,322,709</u> | <u>1,828</u> | <u>1,324,537</u> |

The Freehold property relates to the Essex Church building in Palace Gardens Terrace.

ESSEX UNITARIAN CHURCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

| 6 Listed investments | General Fund | The Stock Bequest | The Carlisle Fund | Endowment Funds | Total |
|-----------------------------------|---------------------|--------------------------|--------------------------|------------------------|----------------|
| | £ | £ | £ | £ | £ |
| Market value at 1 January 2015 | 369,901 | 110,090 | 9,064 | 4,938 | 493,993 |
| Add: Additions at cost | 1,268 | - | - | - | 1,268 |
| Less: disposals at carrying value | - | - | - | - | - |
| Net gain/loss on revaluation | 39,273 | 11,101 | 972 | 503 | 51,849 |
| Market value at 31 December 2015 | <u>410,442</u> | <u>121,191</u> | <u>10,036</u> | <u>5,441</u> | <u>547,110</u> |

Non-UK investments total £136,046 as at the year end. UK investments total £411,064.

7 Employee costs

There was an average of three employees in the financial year. The significant volume of voluntary contribution to the life of the Church by members of the congregation is not quantified in these accounts.

| | Ministry | Church Running | 2016 Total | 2015 Total |
|---------------------------------|-----------------|-----------------------|-------------------|-------------------|
| | £ | £ | £ | £ |
| Minister | 28,688 | - | 28,688 | 27,584 |
| Outreach Officer | 13,113 | - | 13,113 | 12,614 |
| Warden | - | 10,027 | 10,027 | 10,659 |
| Social security costs | 709 | 237 | 946 | 1,729 |
| Pension contributions | 4,806 | 727 | 5,533 | 5,431 |
| Employee costs | <u>47,316</u> | <u>10,991</u> | <u>58,307</u> | <u>58,017</u> |
| Locum Preachers | 1,255 | - | 1,255 | 1,763 |
| Total staff costs | <u>48,571</u> | <u>10,991</u> | <u>59,562</u> | <u>59,780</u> |
| Average number of staff: | | | | |
| 31 December 2016 | <u>2</u> | <u>1</u> | <u>3</u> | |
| 31 December 2015 | <u>2</u> | <u>1</u> | <u>3</u> | |

No employee earned over £60,000 during the year.

The trustees are not remunerated. Fees are paid to trustees for officiating at services and preaching. During the year the following fees were paid to two trustees for such services: preaching fees £150 (2015: £150), choir fees £1,290 (2015: £1,400). None of the trustees were reimbursed for any expenses incurred on behalf of the charity (2015: none)

8 Debtors

| | 2016 | 2015 |
|---------------|---------------|---------------|
| | £ | £ |
| Trade debtors | 4,170 | 9,871 |
| Other debtors | 5,168 | 1,299 |
| Prepayments | 1,439 | - |
| | <u>10,777</u> | <u>11,170</u> |

ESSEX UNITARIAN CHURCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

9 Cash at bank and in hand

| | 2016 | 2015 |
|--|----------------|----------------|
| | £ | £ |
| Cash at bank and on deposit | 165,550 | 256,516 |
| Cash held for rent deposit (see below) | 4,365 | 4,358 |
| Cash held by Stockbroker | 2,190 | 2,668 |
| | <u>172,105</u> | <u>263,542</u> |

This balance represents a rental deposit received from Lucy Williamson under a revised Rent Security Deposit Deed dated August 2007. According to the revised terms of the Deed, the deposit represented half of the revised annual rent in the prior period, and approximately one month's rent for the current period, and must be held in an interest bearing account in the name of the trustees. All interest earned on this account is payable to Miss Williamson on written request.

10 Creditors : amounts falling due within one year

| | 2016 | 2015 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 50 | - |
| Social security & pensions | 2,701 | 2,498 |
| Held as agent | 1,376 | - |
| Accruals and deferred income | 12,961 | 12,534 |
| Rent deposit | 4,365 | 4,358 |
| | <u>21,453</u> | <u>19,390</u> |

11 Analysis of funds

| | Brought forward | Net movement | Movement on investments | Carried forward |
|------------------------------|------------------------|---------------------|--------------------------------|------------------------|
| | £ | £ | £ | £ |
| Endowment Funds | | | | |
| * Permanent Endowment | 1,316,255 | - | - | 1,316,255 |
| Carlisle Capital Fund | 7,464 | - | 972 | 8,436 |
| Theophilus Lindsey | 2,378 | - | - | 2,378 |
| Percival North | 535 | - | - | 535 |
| Harriet Pearson | 1,464 | - | - | 1,464 |
| Thomas Scott | 2,162 | - | - | 2,162 |
| Mrs M L Whyte | 2,825 | - | - | 2,825 |
| Lindsey Hall | 33,275 | - | 503 | 33,778 |
| Total endowment funds | <u>1,366,358</u> | <u>-</u> | <u>1,475</u> | <u>1,367,833</u> |

Endowment Funds:

The endowments listed above comprise the original charity, known from 1793 as the Essex Unitarian Chapel and Minister's House, together with a number of other charities founded between the 19th and 20th centuries. These have been brought together by a number of Schemes of the Charity Commissioners, the most recent dated 18 April 1986. Under the terms of the Scheme, these charities are administered as a single charitable body. The smaller charities are accounted for as Endowment Funds, with the exception of the Stock bequest (for the Choir Fund).

- * The permanent endowment fund consists of the estimated value of the property from which the charity operates and is not a readily convertible asset.

ESSEX UNITARIAN CHURCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

11 Analysis of funds (cont)

| | Brought forward £ | Net movement £ | Movement on investments £ | Carried forward £ |
|-------------------------------|----------------------|-------------------|------------------------------|----------------------|
| Restricted Funds | | | | |
| A E Stock Bequest | 110,553 | - | 11,101 | 121,654 |
| Repairs & Building Fund | - | - | - | - |
| Total restricted funds | <u>110,553</u> | <u>-</u> | <u>11,101</u> | <u>121,654</u> |

The AE Stock Bequest funds were a bequest for the use of the choir.

Unrestricted Funds

| | | | | |
|--------------------|------------------|------------------|---------------|------------------|
| General Fund | 596,941 | (92,517) | - | 504,424 |
| | <u>596,941</u> | <u>(92,517)</u> | <u>-</u> | <u>504,424</u> |
| Total Funds | <u>2,073,852</u> | <u>(92,517)</u> | <u>12,576</u> | <u>1,993,911</u> |

Net movement in funds, included in the above, are as follows:

| | Income £ | Expenditure £ | Transfers £ | Net movement £ |
|---------------------------|----------------|-------------------|-----------------|-------------------|
| Endowment Funds | | | | |
| Permanent Endowment | - | - | - | - |
| Restricted Funds | | | | |
| A E Stock Bequest | 4,959 | - | (4,959) | - |
| Carlisle Fund Income Fund | 254 | - | (254) | - |
| Repairs & Building Fund | 10,000 | (10,000) | - | - |
| | <u>15,213</u> | <u>(10,000)</u> | <u>(5,213)</u> | <u>-</u> |
| Unrestricted Funds | | | | |
| General Fund | 160,856 | (258,586) | 5,213 | (92,517) |
| | <u>176,069</u> | <u>(268,586)</u> | <u>-</u> | <u>(92,517)</u> |

12 Analysis of net assets between funds

| | Unrestricted Funds 2016 £ | Endowment Funds 2016 £ | Restricted Funds 2016 £ | Total Funds 2016 £ | Total Funds 2015 £ |
|-----------------|---------------------------------|------------------------------|-------------------------------|--------------------------|--------------------------|
| Tangible assets | 1,936 | 1,322,709 | - | 1,324,645 | 1,324,537 |
| Investments | 410,442 | 15,477 | 121,191 | 547,110 | 493,993 |
| Net assets | 131,319 | 29,647 | 463 | 161,429 | 255,322 |
| | <u>543,697</u> | <u>1,367,833</u> | <u>121,654</u> | <u>2,033,184</u> | <u>2,073,852</u> |

13 Related Party Transactions

A loan of £8,400 was made to a family member of one of the trustees and this was repaid in full before the end of the financial year.

Four of the trustees made donations to the charity during the year totalling £900

Treasurer's Report

The resounding theme of the activities of 2016 centre around the renovations to the church roof and heating system, an investment that was long overdue. This substantial investment will result in guaranteeing that the church will continue to generate substantial lettings income in future years. Our building is our most significant asset and we are fortunate to have an excellent location and space that is in demand for a wide variety of community uses. 'We were fortunate to receive a grant of £10k towards our building works from the Stamford Street Trust and have conveyed our thanks to their trustees.

The significant building works of just under £150k were thankfully financed entirely through cash held in our current account and no investment income was needed to be redeemed in 2016. We are slowly building up our cash reserves in early 2017 and I am confident that we can sustainably meet our cash needs in the short term.

The overall position at the end of 2016 was an approximate £40k deficit however 2015 had a slight surplus of around £20k so when examining both years together the deficit is not significant. I am happy to report that our gains on our listed investments increase from £493k to £547k and tangible assets raise to £2,073k in 2016 from £2,052k in 2015 giving us assurance that no major change to our investment strategy is needed at this time.

To reiterate from last year, we are also grateful for membership renewals and those who generously donate monthly by standing order. I urge you to consider giving monthly and filling out the gift aid declaration if you have not already, as even a small amount helps fund the congregation's efforts. If you do give by standing order I must stress please do not feel compelled to give additionally to the Sunday collection. Of course, financial commitment is not everything, and we very much value the untold efforts from all our volunteers who quietly do so much to help our community run smoothly. This help is priceless.

It has been a pleasure serving as your Treasurer. Working alongside the passionate group of staff and Trustees under Sarah's leadership has been truly inspiring for me personally. It is with some sadness I establish myself back in my home country of Canada and I wish the congregation and its leaders much happiness and spiritual harmony in the future.

Natasha Drennan
Congregational Treasurer

Chairperson of the Congregation's Report

I have been a member of Essex Church for more than thirty years, during which time it has been through many ups and downs. I feel that 2016 has been a time when the church has been on the up once again. Our management committee and trustees met eight times during the year and worked to ensure that our assets were used to best effect, that our staff were well cared for and supported and that our congregation continues its work as a liberal, progressive presence here in west London. It's good to see so many congregation members volunteering in different ways and making this community their own. With so many new people coming through our doors we must always be sure to welcome them warmly and let them know ours is a community for everyone.

Sunday morning is our main time to meet and I am grateful to all who have led worship during the year and to our wonderful musicians, capably organised by trustee Harold Lorenzelli. He and Margaret have supported our worship through their song for decades and their commitment is much appreciated. Thanks also to our pianists Sandra Smith and Peter Crockford, and to Benji, Jenny, Lucy, Trevor, and Brian who ably support our music on quartet Sundays and special occasions. The 'Finding Your Voice' monthly singing lesson, is encouragingly taught by Margaret and many of us are more confident, stand straighter and are happier about the sound we can make as a result.

The most recent worship development is the idea of Thematic Ministry, when a topic is explored in many aspects a month at a time. December began, appropriately, with 'Traditions' as a theme. Sarah Tinker, Jane Blackall and Jeannene Powell have each been involved in leading services, working together on each month's theme, with requests for contributions from members of the congregation. Thematic Ministry will continue throughout 2017. We have maintained our tradition of donating one church collection each month to a charity. We try to give to a Unitarian charity on alternate months. Where we haven't the facilities to help, for example, with Glassdoor a west London charity to help the homeless, and Simple Gifts, a Unitarian charity, we have made a donation on behalf of the congregation. I'm grateful to Natasha Drennan for her hard work as our treasurer and am pleased to report that our charity donations have increased over the last year.

Our Heart and Soul service, generally on the first Thursday of the month, is firmly established now and is often attended by people who are not able to be at our Sunday service, including members of other Unitarian congregations around the District. It's good to remember that we are part of a larger movement and to make wider connections.

I am glad to be able to report that Essex Church is in good heart. Thank you to all of you who help to make it so, both volunteers and staff members. Most of all I wish to thank our minister, Sarah Tinker, who constantly seeks to make our worship services and our church life warm, amusing, and inspiring.

Juliet Edwards
Chairperson of the Congregation

Minister's Report

Some treasured memories from 2016 here at Essex Church:

- Holding hands at the end of an inclusive communion and feeling so moved by our connection
- Roy Clark leading 14 of us to view the Serpentine Pavilions in the park one summer's afternoon after church and not losing anybody
- Mopping up the year's assorted floods with Jenny and several kindly helpers
- Such generous collections made during the year for those caught up in warfare and migration
- Watching members of our children's group growing in confidence and a sense of belonging here, ably supported by Nadia and Giuliano their leaders
- Hosting workshops and events suggested and led by others, that make a difference in people's lives – especially our afternoon on body image and our Playback Theatre sessions on loneliness and ageing
- Eating toast with Arda, Brian and Gitana out in the church garden made so lovely by Jackie the gardener's efforts
- Marvelling at the huge pile of clothes we collected for the Dress for Success charity
- Delighting in Persian music provided for us by the Caravan of Love and the One Heart Ensemble – in worship and in a concert
- Our Harvest Festival display and lunch – such a celebration of life's abundance and nature's generosity
- Laughter in committee meetings, on Sunday mornings and in our groups

It might sound a bit corny to say that ministry is a privilege. I sometimes say it with gritted teeth whilst dealing with blocked toilets or angry callers. But in truth, the work of ministering with our congregation is a privilege and not one I take lightly. Having worked here with Kensington Unitarians for nearly twelve years now I still at times marvel at the trust I am shown and the opportunities I am given to be part of other people's life journeys. Blessing a treasured child, listening to deep worries, sharing joy-filled steps forward, facing uncertainty together – just some of the aspects of life we have shared over the last year. I am also hugely grateful for all the ministry conducted by others, the caring phone calls and visits, the conversations, the trips out and about – the many ways we can forge connections one with another in our busy capital city. It really makes a difference to know that others care.

Ministry can be a lonely as well as a rewarding path and so I must give special thanks to all the staff here at Essex Church who support all that we do. Gitana Kleitane our loyal and hard-working cleaner works far more than her paid hours to keep us clean and tidy. Her vigilance and good sense are a great asset and I am very pleased that the church trustees agreed unanimously to offer her a staff position and I am only sorry we did not suggest this a long time ago. Our warden Jenny Moy and I have surprised even ourselves in 2016 in completing so many long awaited building projects. In our ten years of working together I am pleased we have done so much to improve the fabric of this building. Our only sadness is that no sooner is one task completed than another one rears its head! Living as we both do in flats in the church building, we are both grateful for our accommodation but also very aware of the heavy use that our building gets and the need for constant attention. The need for on-going renovation should not be underestimated or ignored. Dealing with almost constant lettings does take its toll on us as staff as well as on the building – if you hear us cursing occasionally, please understand. And thank you Jenny for bringing contact dance to our building. It's lovely to see dance and yoga communities particularly using our space so appreciatively.

My grateful thanks go as always to Jane Blackall who does so much organisational work to keep our community active and who also is full of innovative ideas and the determination to see them through. Kensington Unitarians have much to thank Jane for and we look forward to her theological insights as her degree course comes to completion in 2017. Thank you also to Jeannene Powell for all her work on both celebrancy and worship leading. It is a pleasure to witness someone finding work that suits them so very well and I am grateful for Jeannene and Jane's involvement in our thematic ministry planning and delivery. Our meetings are so creative and effective. It's a real pleasure to have such inspiring colleagues to work alongside. We look forward to engaging more congregation members in worship during the year ahead. Do please say if you would like to be more involved.

Thanks also to all our trustees and committee members who are so supportive of our staff team and of congregational initiatives. They really do like to say 'yes' so bring your ideas and suggestions, especially if you are able to help in carrying them through. The question we must keep asking, both as a committee and as a congregation, is how best can we serve our world? What does the world require of us in the years ahead? We are holders of assets bequeathed to us by previous generations, by previous congregations who wanted there to be a liberal religious community in London. What does the 21st century now require us to do with these assets for the greatest good of all? Selling up is currently not an option! But we are planning to re-assess our lettings policies to ensure we are supporting groups most aligned with our Unitarian ethos and we continue to give reduced price or free lettings to certain groups in need of meeting spaces that are in such short supply here in London.

Finally I must thank our committee for encouraging me to continue involvement with our local and national Unitarian movement where I serve as chair of the Interview Panel and member of the Ministry Strategy Group. In 2016 I attended many meetings to discuss the future of ministry training and hope that these will eventually bear fruit. Such meetings give me a glimpse of other congregations and other ministries and leave me doubly grateful for all the support and encouragement I am given in this work. May we continue in this work of love together in the year ahead.

Rev. Sarah Tinker
Minister with Kensington Unitarians

Warden's Report

Usually July and August are a quiet time at the church, with most of our regular bookings on summer break - but this year we took advantage of that to fit in some major building work, replacing the old church heaters - which have been gradually failing over the last few years until only two out of six were functional - and covering the whole roof with a waterproof membrane.

The membrane was a last-ditch attempt to fix the leaks which have plagued the church-space since its construction, without actually replacing the whole roof. We'd gradually become convinced that the weak point of the existing design was probably the gulleys - running along the inside of the parapet walls. In particular, there was no seal between the gully and the underside of the copper roof - so in really heavy rain, water could splash up and get inside the building. The proposed solution was therefore to run a continuous membrane all the way from the top of the parapet wall, down into the gully and up across the whole roof.

We also had the old skylights replaced with double-glazed ones - as the old ones had been so poorly insulated that condensation would drip from them sometimes in winter. An added bonus is that the new skylights are clear glass rather than frosted, giving a beautiful view of passing clouds as you look up.

While Classic Roofing were improving the quality of the worship space on the outside Christopher Dunphy Ecclesiastical Ltd were installing a new central heating system throughout the church. A major concern was to do this without damaging the aesthetics of the worship space. The previous gas-burning heaters had been sited in customised recesses - but unfortunately, once they started to break down, we'd been unable to source anything similar that would fit into the same space. We were reluctant to swap to central heating radiators instead because of how it would look to have pipes running all over the place.

However Dunphys are specialists in church heating and together we were able to come up with a plan of using custom made large flat panelled radiators that related visually to the concealed lighting on the side walls and to the altar. The necessary piping was hidden in boxing designed to match the previous skirting. Although the whole building is now heated by one boiler - located in a locked cupboard off the Lindsey Hall - the radiators are grouped into three

zones, enabling the temperature in the Church and Hall to be controlled separately. Over time, this should save a considerable amount of money (and carbon) because previously, the only way to get the Hall really warm (e.g. for a yoga class) was to also raise the temperature in the Foyer, Library, Office and Toilets as well.

We've received a huge amount of positive feedback about the new system. It's fast to heat up, it's silent, it can be programmed to bring a room up to temperature before the hirers arrive and it looks great. However one unforeseen problem has been that users can't turn the heating in their own room up or down unless they're given the code to unlock the thermostat - enabling them to accidentally erase the pre-programmed settings for the rest of the week. Please see the 2017 annual report (hopefully!) for the solution we've finally found to this issue.

Having fixed the roof and replaced the heating, we then felt confident to have the whole church redecorated. The general feeling of the trustees was to go for white this time, rather than magnolia - which has made everywhere seem much brighter. The decorators did such a good job of boxing in the central heating pipes for us, that we additionally asked them to make some fitted cupboards - which have also hugely improved the look of the church space. It looked so good, we thought we'd better have the floor sanded too - and this was completed just in time for the candlelit service on Christmas Eve. A fitting way to celebrate the culmination of a year's hard work.

Also worthy of note in terms of church improvements has been the steady effort by Brian Ellis to sand down and repaint the iron railings around the church. Working single-handed, he started this task before work began on the roof and was still going after the internal decorators finished three months later. With Brian's work on the railings and our decision to employ a professional gardener one morning a week - the outside areas of the church are now a match for the quality of the interior.

Gitana our cleaner, Lithuanian by birth, is still with us - but after the Brexit vote in June she asked for us to give her a permanent contract in case this became necessary for her to be able to stay (she's worked in London on a self-employed basis for more than a decade). We were happy to do so and (if possible!) she has increased her dedication to maintaining our busy building in tip top condition at all times.

On a more personal note, 2016 was my 10th year of employment at the church and I asked if it would be possible for me to take a three month sabbatical to join a dance project in a Spanish monastery. This was agreed and luckily my friend Arda was able to stay at the church during my absence to cover some aspects of my work, while I was able to continue with others - including controlling our new heating system (!) - from Spain. I am very grateful to have been able to spend this decade working for an organisation which has been so supportive of so many people's spiritual growth in so many different ways.

Jenny Moy
Essex Church Warden

Outreach Officer's Report

Once again in 2016 my energies have mainly been focused on internal and external congregational communications: our newsletter, website, and podcasts, as well as posters and flyers, and our service sheets with take-away 'what's on' listings. I also coordinate the volunteer rotas, signing up people to help with stewarding, coffee-making and greeting on Sundays. I would like to express my thanks to all those who regularly sign up to help with these tasks and also encourage others to consider offering their assistance in future. Over the course of 2016, thirty people volunteered their services on at least one occasion, and it is notable that just eight super-volunteers covered over half of the year's slots between them (special thanks are due to Melody, Sue, Gina, Brian, Kate, Juliet, Roy, and Michaela for being so willing to help out). Volunteering in this way is a small but significant way to 'give something back' in support of the community and I would encourage others to think about putting their name down to help out whenever they can and share out the load. Thanks too to all those who write articles for the newsletter. I am always interested in hearing from new people who would like to share their stories of how they came to the church, or their thoughts on religious and spiritual matters, recommendations of books or films connected to our Unitarian values, or articles about good causes you are connected to.

Another aspect of my role is coordinating the worship leaders for Sunday services. Sarah leads the majority of services at Essex Church and once again we have also enjoyed services from a number of home-grown worship leaders: Jeannene Powell, Tristan Jovanović, Harold Lorenzelli and myself. Services were also co-led by Veronica

Needa, Roy Clark, David Talbot, and Carole Grace, and a number of members of the congregation have written short reflections for congregational services, for which I am very grateful. We all benefit from hearing a range of different voices reflecting differing life experiences. Thanks too for all those who have given readings in our services in the past year, most notably Antony Bunsee and Jeannene Powell who are so often willing to be called upon to read on a Sunday morning, also Michaela, Juliet, Harold, Roy, Veronica, Alice, Sonya, Gina and Tristan. Apologies if anyone's name has been omitted from all these thanks. If you would like to be involved in worship in some way please do speak to Sarah. We also invited a number of visiting worship leaders during the year: David Darling, Katie McKenna, Claire MacDonald, and Stephen Crowther. Storyteller and interfaith minister Christopher Corps, meditators Mehrdad Noorani, Beverley Eve, and musicians from The Heart Ensemble all joined us for worship this year.

Several of our regular once-a-month activities continued to flourish throughout 2016. 'Heart and Soul' has become an important part of what we offer here at Essex Church, as a more intimate and contemplative gathering, and one which is accessible to people who can't make it to church on Sunday mornings (including people who have regularly attend from as far afield as Surrey and Suffolk!). Sessions are led by a number of different members of the congregation on a wide variety of themes whilst following a regular format. Thanks to all those who led or co-led with me and Sarah during the year including Jeannene Powell, Roy Clark, Brian Ellis and Jenny Canfield. Our monthly inclusive communion services have also continued throughout 2016, led by a small but dedicated band of volunteers, including Sue Smith, Tristan Jovanović, Elisa Melgosa, Sarah Tinker, and myself. Margaret Marshall continues to offer her popular 'Finding Your Voice' singing workshops once a month.

We have also had a number of one-off and occasional activities throughout the year. In May there was a Sunday afternoon workshop on 'The Pleasures and Pains of Ageing' led by Carolyn Appleby. In August Roy Clark led an outing to the Summer Pavilions in Kensington Gardens. In the autumn Sarah and I led a four-session course entitled 'Something More'. In November we held a workshop entitled 'False Bodies, True Selves' for women led by Nicole Schnackenberg. We have hosted various Playback Theatre events organised by Veronica Needa. The creativity group held a few meetings late in the year. There were also a number of shared congregational lunches and we are particularly grateful to those who brought food, helped set it up and clear away.

On a personal note, my part-time studies at Heythrop College continued throughout 2016, and I embarked on my final year (of six) in the autumn. Thanks to the congregation, committee, and Sarah in particular for all your support of my studies and encouragement along the way. All being well, I will complete my degree (a BA in Philosophy, Religion, and Ethics) in the summer of 2017.

Jane Blackall
Outreach Officer (Arts and Education)

Church Music Report

This past year has seen a consolidation of the pattern of mixed vocal and instrumental work geared whenever possible to the monthly theme. Our musicians work closely to provide a service which reflects the needs of the congregation and is appropriate to the aspirations of the community. The music is gathered from a variety of sources both sacred and secular to enhance the experience of communal worship.

Harold Lorenzelli
Church Music Coordinator

Minutes of the Essex Church AGM – 12th June 2016

1. Opening Words: were spoken by Sarah Tinker, Juliet Edwards, Harold Lorenzelli and John Hands.

2. Welcome and Apologies for Absence: Juliet welcomed everybody to the meeting.

In attendance: Gina Bayley, Jane Blackall (*minutes*), Jim Blair, Antony Bunsee, Melody C, Roy Clark, Natasha Drennan, Peggy Dunnett, Juliet Edwards (*chairperson*), Brian Ellis, Heidi Ferid-Hands, Carole Grace, Jill Inskip, Mike Killingworth, Sonya Leite, Harold Lorenzelli, Redwood, Stephanie Saville, Sue Smith, Sara Taylor, Rev. Sarah Tinker (*minister*), Michaela von Britzke,

Apologies: Betty Evans, Gill Hague, Howard Hague, Annette Percy, Jeannene Powell

3. Review of 2015 AGM Minutes:

a. Matters Arising: There were no matters arising from last year's minutes.

b. Approval of Minutes: Michaela von Britzke proposed and Carole Grace seconded that the minutes be accepted as a true record and this was approved by the meeting. A copy of the minutes was signed by Juliet Edwards as congregation chair.

4. Review of Reports:

Sarah noted that she was very aware of absent friends, and particularly aware of the death of Caroline Blair in the last year. The meeting held a few moments of silence. Sarah expressed thanks to Caroline and all those who have come before us and worked so hard to make the community we have today.

a. Treasurer's Reports and Accounts

Natasha Drennan reported that the church is in a very healthy financial position. There is significant lettings income, which has been quite constant over recent years, and we have been operating with a surplus for quite a few years. The committee have decided to put a certain amount aside each year to save for future building repairs. The church building is a major asset for the community it serves. Natasha confirmed that we can still support charities as we have been doing. We are undertaking some major building projects this year. Sarah noted that she is expecting us to have spent £100,000 by the end of the year on improvements to the heating system and the roof. She emphasised that the building is the source of the funds which pay the staff's wages and so we need to maintain the building so that it can continue to provide this income. Natasha reported that we still have some income from investments but this is a lower sum than the previous year. Sarah explained that the accounts have to be reported in a certain way which can make them quite difficult to understand. However, we are being carefully checked, and all is well. If people want to ask Sarah or Natasha further questions at a later date then it would be helpful to have them in writing. Juliet expressed many thanks to Natasha for doing an excellent job which we all value.

b. Chairperson of Congregation's Report

Juliet Edwards noted that she had expressed many thanks in her report, but she also wished to express thanks to our occasional musicians, including Benji del Rosario and Jenny Thorn, and asked Harold Lorenzelli to convey thanks to them. Juliet also expressed particular thanks to Harold who organises all our musicians for Sunday services. Sarah pointed out that Juliet stepped in to the chairperson's role to help out the committee for a limited period. We do need people to serve as office-holders. Sarah invited anyone who might like to take on such roles in the future to get in touch with her.

c. Chairperson of Trustees' Report

Juliet noted that Howard Hague had written this report. The congregation hasn't got an active chair of trustees at present but Howard has continued to hold the role from afar. Juliet expressed our thanks to Howard for all he has done for us. She noted that the trustees deal with legal and contractual matters. Howard has drawn it to our attention that the lease for the nursery school in the basement will end in 2018 and this represents the largest share of our lettings income. Juliet re-emphasised the importance of lettings income in supporting the activities of the congregation. Unless people make particularly large donations, live giving from the congregation does not come close to covering the cost of maintaining the building, employing staff, and providing services. Juliet noted that we are in a very lucky position as many congregations cannot afford to have paid ministry. Sarah noted that people may want to think further about church governance issues.

d. Church Music Report

Harold Lorenzelli noted that he welcomes suggestions from the congregation for the programme of music and that the use of regular instrumentalists once per month came from the congregation. Sarah mentioned that people could give feedback about music to her or to Harold and if people wanted to suggest a certain song it may be possible to build a service around it.

e. Minister's Report

Sarah reflected that our community has gone through huge changes in the last year. We have lost 20% of the congregation. In some ways this can be regarded as completely normal but at the same time the impact on the community should not be underestimated. We are grieving and at the same time we need to welcome new people when we perhaps do not feel up to it. The pace of change is shocking but we are not alone, it is the way of modern life, and it is happening in other congregations too. Mike Killingworth commented that it is true that people find change difficult to cope with and suggested that we could look at ways to support particular individuals to

cope with change. Sarah said that suggestions would be welcome and expressed thanks to all those who are welcoming on a Sunday as ultimately this is down to individuals to make connections. Sarah also thanked those who give their services to the congregation by stewarding, making coffee, and greeting. Jane noted that she understood why people can be reluctant to sign up for these tasks as they want to come to church to be refreshed. However we do need more people to share these tasks so that it does not always fall on a few people to do most of the volunteering. Sarah expressed her thanks to Nadia, our children's leader, and noted it is not always easy with a diverse and variable group. Juliet commented that she was glad that Sarah had a three-week sabbatical and expressed the view that she should perhaps have another one before too long. She also noted that Sarah attends various courses which are of benefit to the church and she is involved in the wider Unitarian movement. Sarah has been invited to give the Anniversary Sermon at the Unitarian Annual Meetings in 2017 and she would be grateful of having supportive people from the congregation in attendance. Thanks were expressed to all those who had led small groups, including the women's group, the men's group, and the creativity group, with particular thanks to Sue Smith who had done such a lot of work to prepare the special embroidered wall-hanging. Juliet noted that Sarah had done a great deal to get the building registered for same-sex marriages and at present we are still the only religious building in the borough of Kensington and Chelsea to have done so. Sarah mentioned that there will be a Unitarian presence at this year's London Pride Parade on 25th June and Harold is liaising with the Unitarian marching group.

f. Outreach Officer's Report

Jane commented she was pleased that we have managed to keep our regular groups running during a difficult year. She thanked those who took the initiative to set up the women's and men's groups. We are thinking about groups to offer later on in the year. Juliet mentioned that Jane is always looking for people to write articles for the newsletter. Juliet also noted that in recent years most of the services when Sarah is away have been covered by members of the congregation but that without Caroline Blair and David Francis Darling we have needed to invite more people from elsewhere. 'Heart and Soul' and communion services are also led by a team of regular volunteers and we are grateful for their contributions.

g. Warden's Report

Sarah reported that Jenny is currently away in Spain but is continuing to look after the lettings and finances from afar. She will return on 1st July. Jenny has been great at generating income and we are now at maximum capacity. We cannot increase our lettings income now without putting our prices up. We don't want to put endless pressure on the building or on the staff so we have decided to reduce the bookings from children's groups which are a bit more taxing. Jenny and Natasha have moved our accounting over to an internet-based system and this has been a challenge but will make things easier in the long run. Juliet commented that we had the outdoor surfaces pressure-washed last year. This year we have got a paid person in to work on the garden, with lots of support from Michaela von Britzke and Brian Ellis, and the garden is looking better than ever. Juliet expressed many thanks to Gitana, our cleaner, who treats the church like her own home and is very nice to everybody here. Sue Smith asked if the cleaner ever gets a bonus as a thank you. Sarah replied that the staff get a £100 bonus at Christmas and that Gitana is paid well above the minimum wage. Sue queried whether Jane receives the minimum wage. Sarah confirmed that Jane and all church employees are paid above the minimum wage and above the living wage for London. Sarah explained that Gitana values our time and attention and is glad of people stopping to chat with her.

5. Acceptance of 2015 Reports and Accounts

Heidi Ferid proposed and Gina Bayley seconded acceptance of the report and accounts. This was agreed unanimously.

6. Election of Management Committee Members

The list of committee members going forward for re-election was: Gina Bayley, Roy Clark, Natasha Drennan, Juliet Edwards, Heidi Ferid, Carole Grace, and Harold Lorenzelli. Jim Blair proposed and Michaela von Britzke seconded that these should be re-elected en-bloc and this was agreed unanimously.

7. Any Other Business

There was no other business.

8. Closing Words and Votes of Thanks

Juliet noted that we had expressed most thanks during the meeting. She thanked the congregation and said 'you are why we do what we do'. Sarah endorsed this and noted it is important that people choose to come here on Sunday mornings. Heidi initiated a round of applause for Sarah, Jane and Juliet. Jim Blair said that it had been a terribly difficult year for the Blair family but that it had been made more bearable by the support of the church community and Sarah in particular. Sarah concluded by reminding everybody that although the AGM is important the work goes on all year round so if anybody has any ideas or questions they should speak to her or a member of the committee at any time.

Minutes taken by Jane Blackall

