



ROSSLYN HILL UNITARIAN CHAPEL  
**Annual General Meeting 2025**

Sunday 23rd March 2025 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 2025

Dear Members and Friends,

The Annual General Meeting (AGM) of the Rosslyn Hill Chapel Congregational Community will take place on Sunday, 23rd March from 12.30 - 2 pm in Chapel AND online via the Zoom video conferencing platform-a 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 2024 AGM, and the AGM report 2025 which follows; contains short updates from various activities taking place at the Chapel or online in the past year, and guidance on how to vote 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 and the Elders to fill from Members of the Congregation.

- Ken Levy is stepping down as Elder
- Katie Gosling, Stephan Hein and Robert (Bob) Hollweg have agreed to join as Trustees

**Alison Bybee**

**Chair, Board of Trustees**

## **In memoriam:**

- William 'Bill' Ellington (former member, died April 2024)
- Richard Andersen (married Catherine Osborn in the Chapel 2023, died October 2024)
- Ajan Helmans (Partner of member Rose Williams died in December 2024)
- Rev Patrick O'Neill (Former Minister at RHUC) died February 2025



## Rosslyn Hill Unitarian Chapel

### Annual General Meeting

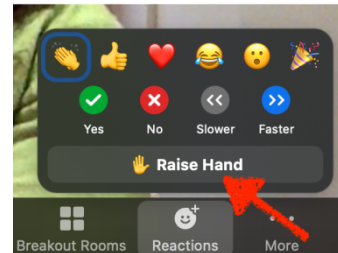
On Zoom at 12.30pm Sunday March 23rd 2025

**(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. In memoriam  |
| 12:40 | 4. Establish a Quorum (Nominated Secretary)             |
| 12:45 | 5. Approval of minutes of March 2024 AGM                |
| 12:50 | 6. Chair's report                                       |
| 12:55 | 7. Presentation & Questions on the committee reports    |
| 13:30 | 8. Presentation of Financial accounts for approval      |
| 13:35 | 9. Election of Board members (Trustees)                 |
| 13:40 | 10.Election of Elders                                   |
| 13:45 | 11. Endorsement of GA delegates/ LDPA rep confirmation. |
| 13:50 | 12. Any other business                                  |
| 14:00 | 13. Close of Meeting                                    |

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



ROSSLYN HILL UNITARIAN CHAPEL  
 ANNUAL GENERAL MEETING  
 Sunday 17<sup>th</sup> March 2024 at 12:30pm  
 Venue: Hybrid meeting (in person and on zoom)  
 Draft Minutes  
 Registered Charity 1131346  
 Registered Co. No. 05992717

<b>1 Welcome and Devotional</b>
Devotional provided by Rev Kate
<b>2 Welcome and apologies</b>
<b>Chair:</b> Alison Bybee (AB) <b>Minute Taker:</b> Angela Dobson (AD) <b>Apologies:</b>
<b>3 Establish a Quorum</b>
81 members on the roll (Quorate 20% of membership at least 16), 25 people in total at the meeting (18 members in person, 4 on zoom, 3 proxy votes lodged with members at the meeting)  AGM Quorate.  Chair thanked everyone for coming in person and on zoom. The agenda was approved.
<b>4 Approval of the minutes of March 2023 AGM</b>
Proposed by Margaret Perry (MP) Seconded by John Evans(JE) Approved by the majority
<b>5 Chairs Report</b>
Alison spoke to her report - there was a short Away Day during the year. We would like to promote our varied activities more widely and bring friends, we are trying to increase the variety and impact from our activities. However the Chapel needs a critical mass of members for success. Rev Kate is a powerhouse with a growing presence on the wider Unitarian stage e.g Soul Deep her new book co authored with Michael Allured. Adam Slate is Ministry Assistant. In the last year we have undertaken a lot of maintenance on the building, particularly electrical upgrades.
<b>6 Chapel Heating Report</b>
The Board would like the meeting to consider and vote on a Capital Spending Project Thank you to everyone who has helped develop the plans. We use 100,000KWH per year but we have been advised we could use half the energy and be warm!  Most suitable for our situation Air Source Heat Pumps most suitable for our situation, possibly with a few radiant heaters on the sides. An approximate price £138,000 with extra work to make the floor sound.  Like to ask members if they want the board to pursue the project Q (from Charlie ...) whether the old radiant heating system is included in the project? - Ans. old heating system will be removed Q Are the redundant components part of the brief, hang onto them temporarily while the other system installed, decent control system part of the brief.

Q (James Chiriyankandath) Do we have an idea on how much we will save per year with the new system?

- Ans. Andrew Appleyard (AA) use half the Kwh and have a comfortable system. We need to replace the system over the next couple of years, we will save energy usage. It's a systematic process where we need to draw up plans for listed building consent and planning permission, then put it to tender, advise which way to go best estimate for the work and other potential works e.g. toilet improvements. As well do the whole thing in one fell swoop.
- Alison has done a fantastic job getting the project to this stage and the board is very grateful - the board has now established a committee to look at the heating project Alison Bybee, Andrew Appleyard, John Evans and Angela Dobson.

Q John Hands (JH) I started coming 30 years ago and nearly did not come again because it was so cold! I don't question the welcome but it does not do to be cold in temperature, cold means unwelcoming. Consider which parts we can use for smaller occasions.

The surroundings of the Chapel are difficult to navigate with a wheelchair, and need to make the area safer.

- (AA) we are looking at compliant disabled access to the hall, should not be too tricky, agree with what you are saying

Q Katie Gosling (KG) Eco sustainability and solar panels

- part of reducing energy costs solar panels tie in to air source heat pumps whether we get solar panels would depend on planning permission as a listed building. Should look into energy usage across the estate in the hall we could possibly get solar panels/ less contentious.
- Rev Kate Dean (KD) the orientation of our buildings is not south facing, not as efficient as it might be
- AA look into potential grants

Q Janna Williams (JW) totally in favour of what you are doing, I have frozen here so many times, the Victorian Tiles are attractive

- AB the listed buildings people will not let us destroy the existing fabric, the existing building had an UFH in the crypt we are restoring to what it was.
- continuously at the same temperature to heat the fabric the organ and the piano need a stable temperature. We will save tonnes and tonnes of carbon

Q (Heidi Ferid Hands) Thank you Alison we are very much in favour but can we find the money?

- We definitely have the money, the chapel funds keep the chapel in a good state of repair, and we are rebuilding the organ. We will look at grants, but possibly the chapel is too solvent for grants. We would try and reclaim the VAT as we are not registered. Money is there for this purpose.

No more questions.

### **7 Vote on the Heating Renovation Project**

**Proposal that we install the components for an air source heating system in the Chapel +/- £139,000**

**Derek McCauley proposed.  
Christina Harrison Seconded**

**Majority in favour (21); No one against; 1 abstention**

### **8 Presentation and questions on committee reports**

#### **Ministers Report**

With the support of volunteers the Toddler group is increasing in numbers and is now operating once a week in term time, the Community Table Lunch is operating once a month for a low cost

lunch and is building up. Our Cold Weather Shelter was back in operation this year and thriving.

Thanks to Claire Juian for all her works on communications over the year.

Rev Kate will be on sabbatical from July to September she has been serving for over 7 years and so is eligible for a sabbatical. Plans are well advanced for cover over the summer. Rev Sarah Tinker would be helping on the operational side, Adam Slate on his internship but in America for most of the sabbatical, Rev Feargus O'Connor will help cover any pastoral needs.

Thank the worship group for all their work

In terms of members we have 6 new members. We have moved the membership service to June so that everyone will be eligible to vote at the AGM.

KL made an amendment 'The Voting rights by the next AGM'

### **Social Action Report** very comprehensive

We have widened our reach quite a lot have received grants for what we do

Have run a death café every month since covid - demand is such that we have grown to sometimes 30 attendees – we have great volunteers supporting this initiative

Janna W – wonderful social action is so inspiring totally in the tradition of Unitarianism

### **Elders**

Janna great to see that you are looking into the Code of Conduct the articles are not very specific

Annex added managing disruptive behaviour – board voted to pass last meeting – new system approved unanimously on the noticeboard how to deal with disruptive behaviour

### **Secretaries Report** - Nothing to add

AB Erich Wagner, such a stalwart member of the Board for 6 years and so multi-talented, installed the wifi system and the sound system and so many other things, he runs marathons and still comes to the board every month. One Virtual meeting we saw smoke rising on Erichs zoom camera and realised he was soldering something in the background. We know he likes to travel and so have bought him a vintage portable soldering iron to solder to his heart's content now he is stepping down from the board.

EW Thank you for your most unusual gift I will find great use for it!

**Vote of thanks** for all Erichs hard work over the years

**Musical Director** – JE we have a successful choir with a sense of renewal . Big excitement is the organ renovation, the pipes are in Canterbury, some being made in Leeds. We host regular Sofar sound concerts, feeling very healthy.

**History Project** – Margaret Perry the library is beginning to flourish, we want to recount and capture the life of the Chapel over the last 30 years from 1992 from the memories of members

## **7 Treasurers Report & VOTE ON FINANCIAL ACCOUNTS**

Submit the accounts for year end 30 September 2023 which have been audited by Tony Groman. He has proved a good sounding board, and feedback on how we are doing relative to other similar organisations, we are in a good position financially. We get income from the Academy school, Ballet school has been operating from the Hall for 70- years, we have weddings and concerts at the chapel. As part of our constitution we set aside £300 – 400K for contingencies. We have approximately £160,000 on the organ renovation. We anticipate works on the heating system and we are in a strong position. We have invested in M&G Chari

fund which invests in the top 100 UK companies excluding the defence industry which has held its value and is a relatively liquid asset.

**John Evans Proposed that we approve the accounts and give Alison B the authority to sign them on our behalf**

**Heidi Ferid Hands seconded.**

**Vote in favour 19 in chapel 2 proxy votes and 1 on line.**

**Financial Accounts approved**

#### **10 Election of the Board Members**

**Erich Wagner has stepped down as Secretary and member of the board – we thank him for his service.**

**The members of the Board going forward are:**

- **Alison Bybee (Chair)**
- **Andrew Appleyard (Treasurer)**
- **John Evans (Musical Director)**
- **Roger Mason**
- **Deborah Frankel**
- **Christina Harrison**

#### **11 Election of the Elders**

**Thank you to the Elders**

**James Chiriyankandath, Margaret Perry, Ingrid Tavkar, Ken Levy and Sally Somerville.**

#### **12 Endorsement of GA Delegates and LDPA rep**

**Delegates to the GA, Katie Gosling and James Chiriyakandath endorsed by the meeting**

**LDPA met yesterday with no official chapel delegate although Rev Kate attended remotely.**

#### **13 AOB**

- **AOB Erich Wagner EW**  
Procedural minutes Right to Light issue must be addressed in 2025 by a solicitors letter

## **CHAIR REPORT**

I am very pleased to present another Chair's Report. It has been a busy year for our community and beyond. We continue to re-imagine our spiritual home at Rosslyn Hill Unitarian Chapel.

The Board of Trustees\* meets together monthly on Zoom. The priorities for the Board in 2024 were broadly the same as 2023: 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.

We had a MAJOR learning opportunity in 2024, which entailed many members of our community stepping up to provide a full programme of services whilst our Minister experienced her first sabbatical during the summer. In addition we bade farewell in November to our Ministry Assistant, Adam Slate who has become the Minister for our friends at New Unity, Newington Green.

The level of social action and fundraising for good causes has further increased in both scope and activity levels (see relevant reports).

A very important initiative has been taken regarding the issue of Safeguarding- I ask that members please read through our new Rosslyn Hill Unitarian Chapel Safeguarding Policy and Statement, attached. One important new provision for our governance is that we will review the policy and statements annually to ensure it is relevant and up-to-date. I welcome your comments, and suggestions if you are willing, preferably in writing.

The Chapel is a special place, and we want to share it more widely.

### **Membership**

I was delighted to see new members, choir members and volunteers for the Chapel community since our last AGM. I am also gratified by the ongoing support and affection shown to the Chapel by our many existing members and friends. Sadly some members have passed since our last AGM, Michael Lee and Richard Andersen. A thriving community still needs a "critical mass" to remain vibrant, and I encourage all members and friends to resolve to invite their friends and family, to our services and other activities, and share the love.

### **Ministry**

Rev Kate Dean joined us as our settled minister over 8 years ago. Rev Kate has continued inspiring in provision of face-to-face, online and hybrid services, life event ceremonies, and a multitude of other activities. She has continued to welcome and involve new members to our community as well as supporting the established community. She also has a growing presence on the wider stage of the Unitarian movement, here and abroad. 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. We have been fortunate to be able to preserve the site as an oasis of beauty and calm in a busy city and we take seriously our responsibilities to both



conserve it and to make sensitive improvements to benefit the community. Our income and investments have continued steady, as you will hear in the Treasurer's report. Maintenance and repair continued, 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.

Last year you voted to commence a major capital spending project regarding provision of heating in the Chapel. This project is in train and has reached two milestones, one being submission of the design to Camden planning authority and the other putting the project out to tender.

### **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, and all the other friends and volunteers who make such valuable 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.*

## **AGM 2025: 2025 MINISTER'S REPORT**

The Chapel's calendar was once again full of meaningful activities and initiatives this year, reflecting our commitment to worship, community engagement, and spiritual exploration.

### **Community and Outreach**

In March 2024, we hosted a Peace of Cake event for International Women's Day, bringing together people from diverse backgrounds to celebrate and promote peace through shared conversations. In May, our Chapel community participated in a Rogation Sunday walk organised by Churches Together in Hampstead (CTiH). In response to growing concerns about climate change and anxiety, we were proud to host one of four Climate Cafés organised by CTiH, with plans to offer more in the future.

### **Worship and Spiritual Development**

Our worship service attendance remained steady, with Sunday morning services livestreamed on our YouTube channel most weeks, allowing accessibility for those unable to attend in person. The Sunday afternoon and evening gatherings continue to grow in popularity, particularly those with alternative meditation practices such as the Sound Bath meditation and pagan ceremonies. A regular group meets for Mindfulness each Sunday evening.

In April, the long-awaited book *Soul Deep: Exploring Spirituality Together* was published by the Unitarian Lindsey Press. This project, which I co-authored with Rev Michael Allured, emerged from our spirituality sessions and was well received. The associated course was run twice this year: once online by Adam Slate and once in person at the Chapel led by the authors.

### **New Initiatives**

This year, we were delighted to launch The Bookcase Library, a dedicated collection of books on Unitarianism and world religions, enhancing our resources for both members and visitors. We also organised a fundraiser brunch in support of Magic Breakfast, a charity dedicated to ensuring no child starts the school day hungry.

### **Workshops and Learning Opportunities**

We expanded our educational offerings, running a diverse range of workshops covering:

- Singing away the winter blues
- Lasting Powers of Attorney (LPAs) and will-writing
- Personal spirituality
- Mantra meditation
- Wisdom storytelling
- Encountering spirituality through tango

A heartfelt thank you goes to all our collaborators who helped make these workshops a success.

## Leadership and Transitions

This year marked a significant transition as Adam Slate completed his internship with us and now serves as a Unitarian minister at our neighbouring congregation, New Unity. We are grateful for the energy and dedication he brought to the Chapel during his time with us.

After serving as minister for over seven years, I took a three-month sabbatical during the summer. I deeply appreciate the Worship Group, guest preachers, and Chapel members who ensured the continuity of services and activities in my absence.

## Worship Group

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

This team has provided invaluable support in preparing Sunday services, particularly during my sabbatical. Their dedication to assisting with Sunday worship, and offering feedback has been crucial in maintaining the quality of our Chapel's spiritual life. Special thanks to Claire Julian and Gail Brackett, who also stepped in as Worship Assistants throughout the year.

## Looking Ahead

As we move forward, we remain committed to nurturing spiritual growth, deepening our connections with the wider community, and ensuring that the Chapel remains a place of reflection and support. Thank you all for your continued dedication and participation in our shared ministry.

*Rev Kate Dean*

## SOCIAL ACTION REPORT

### 1. WINTER SHELTER

Overseen again this year by Andrew Appleyard for a record 11 weeks- It had larger numbers of **guests** from the outset but had gone well overall with a core of 12-15 regular volunteers, who also benefit; **Catering** was provided by only a few dedicated cooks, we could use more and some extra back-up- with the amazing new fridge freezer bought by Channing School fundraising, there is now capacity to store an emergency freezer meal in advance as a contingency next year. There was also reduced input from the charity **C4WS** and far fewer pre-Shelter briefings about the guests. There was often a lack of a female overnight volunteer.

### 2. COMMUNITY PROJECTS (in collaboration with Highgate Community Partners, HNCP)

- **Lunches** – Andrew Appleyard reported good attendance from RHUC members but continuing low involvement from others- planned on continuing the lunches until June while attempting to broaden their reach, recently have had more attending from Hampstead Neighbourhood Forum and others spreading the word. Tracey and Nathalie produce a brilliant meal and regular volunteers help serving Further leads are being investigated for funding and outreach to the community in need, socially and nutritionally.

- **Saturday Toddler Club** – Margaret Perry reported this was going very well with numbers increasing. KD felt a boost in volunteer numbers is achievable; apart from Nadine who runs the Club, there is weekly input from staff and many different volunteers including secondary school students enjoying work experience. A very well-oiled machine!
- **Death Café** This continues to attract a good number of regulars and newcomers every month and has a good core group of facilitators. These events are definitely serving a purpose and should continue.
- **Climate Cafés** - These were organised in cooperation with Hampstead Churches Together and Hampstead Neighbourhood forum- they provided a safe space in which to express concerns about climate change; there had been four in Hampstead, the most recent at RHUC, which was well attended by people representing a remarkably wide range of ages and concerns. The organisers have stopped to regroup and plan more, and reach out to more faiths and other suitable groups who may wish to collaborate.
- **Mitzvah Day**- a few stalwart volunteers braved a gale in the street to hand out gifts of cake with QR codes attached, promoting volunteering for local causes like ours, which was well received and maybe even fun to do.

### 3. SAFEGUARDING

Several staff and AB are attending regular meetings with the GA regarding safeguarding and updated our statement and policy. A service on inclusivity was held on 2.2.25 followed by a workshop on how to ensure a safe and secure environment and where to follow up concerns. About 15 people attended representing all relevant groups.

### 4. THANK YOU DINNER FOR VOLUNTEERS

KD and friends kindly hosted a wonderful **thank-you dinner** in the hall on 31.1.25 for SIXTY PEOPLE from all the strands of volunteers and the trustees and elders, which was delicious, great fun - and a great way to meet one another, as many of our activities do not normally overlap.

*Summary by AB of SAC meeting minutes, kindly compiledvat each meeting during the past year by Claire Julian*

## COMMUNICATIONS REPORT

Over the past year, Sandra Slastanova has been providing communications support for Rosslyn Hill Chapel, ensuring that events are promoted across multiple platforms. Updating the Chapel's website, as well as Eventbrite and Meetup, to maximise event visibility. She has helped grow our contact database on Mailchimp substantially.

To further enhance outreach, she has utilised social media, posting engaging promotions on Facebook and Instagram while also designing eye-catching posters, noticeboard displays, leaflets, and A-boards. Email campaigns have played a crucial role in targeting specific groups for event promotion, including cross-promotion and follow-up emails to encourage continued attendance.

The Community Lunch initiative has been updated to ensure a wider variety of people feel welcome each month, including all age groups. A Newcomers' leaflet is currently in its final design stages to help introduce the Chapel to visitors attending events not wholly organised by the Chapel, such as Saturday Club.

As part of ongoing improvements, the Open Mind newsletter format and noticeboard layout have been updated. To showcase the vibrant musical life at the Chapel and highlight our Evening Gatherings, two short videos were commissioned and are now available on the Chapel's YouTube channel.

***Sandra Slastanova, Communications Officer***

## **ELDERS REPORT 2024 25**

The five Elders met online four times during the last year, joined by the Minister when possible. We are James Chiriyankandath, Ken Levy, Margaret Perry, Sally Somerville, and Ingrid Tavkar (Margaret Perry and James Chiriyankandath shared the functions of chair). Ken Levy is standing down after five years during which the Elders benefited from his wise counsel and careful approach to our work.

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 in April to assist in addressing a member's complaint (classed by the Board as a confidential matter) and held a series of meetings with those concerned to help resolve it. The Elders also participated in the annual call round (by phone, text or email as appropriate) to all chapel members in December.

The Elders lead a service annually and this November the theme was "Living Ethically, Living Spiritually – with or without God".

James Chiriyankandath & Margaret Perry

## **TREASURERS REPORT FOR THE FINANCIAL YEAR ENDING 30TH SEPTEMBER 2024**

### **Financial Review**

The Statement of Financial Activities shows income for the year of £378,018, an increase of £7,049 on the previous year. Total expenditure was £666,274 of which £175,386 was for the organ restoration and £90,000 for preparation of the heating works in the Chapel major chapel. Normal activities were approximately £400,000. The capital works meant there was a net operating deficit of £288,256. Compared with a deficit of £31,999 the previous year. This deficit was financed from the endowment fund. The total charity funds at year end amounted to £1,518,497 down from £1,636,930 in 2023. The deficit being less than the

income deficit due to investment performance in the M&G fund which helped to fund some of the works.

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 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 one year normal 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**

The Secretary's role remains vacant however the Chair has delegated responsibilities of the Secretary to staff where appropriate.

## **MUSIC DIRECTOR'S REPORT**

2024 was a busy year for the choir - we added new music to our repertoire, a highlight being Rossini's Petit Messe Solenelle with small orchestra and continuo, and have plans for more exciting things now that the organ is functional. We have also welcomed a few new members.

The organ rebuild was completed over the course of 2024, and is just settling now (many moving parts) - final fine tuning has been happening, and will be over the next few months.

*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 continued on this task, through conversations with chapel members – sharing some memories of that 30 year period. Margaret hopes to complete the 'follow up' material soon. Then both histories can live in the newly opened Rosslyn Hill library.

*Margaret Perry.*

## **ADMINISTRATORS REPORT ON 2025 (COVERING 2024)**

To summarise the main functions of the Administrators role:

- 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 promote the use of the Chapel for ad hoc lettings
- To care for the Chapel buildings and surrounds

### **Supporting the Minister**

Regular weekly meetings with Rev Kate, producing the weekly noticeboard poster and general email newsletter to be finessed by Rev Kate. Members without easy access to computers were sent hard copies of services (when available by Jamela our Finance Assistant).

Rites of passage bookings continued steady with numerous naming ceremonies (largely due to the toddler group connection), weddings, blessings and funerals/memorials.

Again provided logistical support to the Cold Weather Shelter and Lunch club - it is great to see these social action initiatives thriving and beginning to grow at the Chapel.

The **gift aid claims** are processed via Jamela and are a useful contribution to our funds. If you have not made one please do - so that the chapel can claim on your contributions.

We subscribe to 31:8 for safeguarding expertise and DBS checks. Also to Croner for HR and Health and Safety documentation.

As contracts came to an end throughout the year we have tried to evaluate and reduce those that are no longer pertinent to the Chapel. The Cleanspace cleaning contract ended in September 2024, although much needed during the pandemic, we have now reverted to directly employing our own cleaner. The Canon photocopier contract ended and we are now using our own photocopiers or an external print company.

### **Lessees and lettings**

The Academy school and Ballet were our main lessees in 2024. Foxtons have 9 regular car spaces at the chapel, along with another regular car park lessee. In term time the school can use up to 6 car spaces.

Other regular lessees include: Keiko's Japanese flower arranging lessons; NA (Narcotics Anonymous) and the AA (Alcoholics Anonymous), and a new lessee CA (Cocaine Anonymous); Sofar sounds are now a monthly event spearheaded by Stew's efforts and enthusiasm, these events showcase up and coming musicians; regular concerts bookings from Angelo Villani; 'Alternatives' concert and workshops, as well as numerous children groups. We host lectures from Heath and Hampstead Society, an Ikebana flower exhibition, and art show by talented Channing School students, 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**

We upgraded our wifi provision across the whole site via a company called 2580 who now monitor the system and can address any problems speedily.

We continued with external lighting improvements upgrading the lighting around the cottages and up to the hall to those more sympathetic to the buildings in keeping with listed status. Using metal conduits where possible along path to the Hall to avoid foxes eating the cables.

The **organ renovation** took place over 2024 at Easter, during half terms and the Summer holidays - the organ is now a pleasure to hear! We have reclaimed much of the VAT on this project.

**In the Hall** the classroom floor was improved where we replaced 3 layers of wonky broken floor coverings with hardboard and LVT. In the kitchen a new fridge freezer was installed thanks to a Channing school donation of funds.

**The Manse** Kitchen was in a poor state and so was replaced. After an Ecofurb assessment (funded by LB Camden) the Roof lights upgraded to safety glass and insulation installed under part of the roof. We are also progressing planning permission for double glazed windows and improved doors to improve heat retention.

Between the manse and the hall the roof is a hodge podge of levels and materials and drainage solutions. This coupled with foxes regularly eating insulation, damaging pipes and blockading the drainage channels have caused some entertaining leaks.

**Chapel Security** issues we experienced last year prompted the Chapel to install a black metal gate at the Brides Entrance. After numerous redesigns, planning queries and manufacturing issues I am sure you can admire the end produce again in keeping with our Grade II listed building.

Repairs to the sewer pipe in the men's toilets made them much more fragrant to use now!

As always the year has been very busy with minor property repairs a constant in an old well-used building.

**Chapel Heating Project** The existing Chapel gas heaters have been in steady decline and are at the end of their natural life, the board, admin team and our consultants have spent a huge amount of time and effort to find a solution that will pass listed building consent, provide a good solution for the chapel community and users as well as fulfilling our climate goals. The quest continues!

Thank you from the Admin Team: Angela, Jamela (Finance Assistant) Sandra (Comms lead) and our Sunday and special event Sexton Team Kris and Vanoty and Neeley who is Sexton for the Toddler Group, Maria and daughter Aga our cleaners. Thanks also to George at Church Care Contracts our main contractor and Ryan Bunce our Surveyor who are always on hand to provide information and reassurance.

*Angela Dobson*



**Rosslyn Hill Unitarian Chapel**  
**Annual**  
**General Meeting**  
**Sunday 23rd March 2025 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 23rd March 2025**

**Signed:** \_\_\_\_\_

# Rosslyn Hill Unitarian Chapel Annual General Meeting Sunday 23rd March 2025

## NOMINATIONS FORM

Registered Charity 1131346

To be elected at the Annual General Meeting on 23rd March, 2025

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 12 – 14 April 2025***

Candidate	PROPOSED BY	Seconded By

### **Nominations for representative to the LDPA - (London District and South Eastern Provincial Assembly) 29 MARCH 2025 IN CROYDON OR ON LINE**

Candidate	PROPOSED BY	Seconded By