

TRUSTEES OF RIVINGTON CHAPEL

ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR
THE YEAR ENDED 31 DECEMBER 2020

Registered Charity Number:
240302

Registered Charity Name:
RIVINGTON PRESBYTERIAN CHAPEL (TRUST PROPERTY HELD IN CONNECTION WITH)

RIVINGTON PRESBYTERIAN CHAPEL TRUST

Registered Charity Number 240302

Date of Registration 03/05/1965

Operating as Rivington Chapel Trust

| | | Attendance |
|------------------|-------------------------------------|------------|
| Chairman | Arthur Richard Horrocks | (2) |
| Secretary | Peter Charles Bearon | (2) |
| Acting Treasurer | Michael Hough/Peter Charles Bearon* | |
| Trustees: | Fank Ascroft | (2) |
| | Paul Melvyn Fairclough | (2) |
| | Olive Fisher JP | (2) |
| | Christopher Edmund Haighton | (2) |
| | Christopher Paul Martin | (2) |
| | Vince Gerard McCully | (2) |
| | Christopher Jonathan Oldham | (2) |
| | Carol Worsley | (2) |

*The former treasurer Mr Michael Hough resigned as treasurer and trustee at the September 2019 meeting. He continued as acting treasurer until the 2020 AGM in March when Mr Peter Charles Bearon took over.

During the year the Manchester District Association of Unitarians Cheshire (Inc) continued to act as the custodian trustee.

Report of the Trustees for the year ended 31 December 2020

The Trustees present their report together with the Accounts of the Charity for the year ended 31 December 2020. The Accounts have been prepared on an historical cost basis and reviewed by an independent person to comply with the Charity's Constitution and applicable law.

1. Constitution & Objects

At the 2020 AGM in March, the trustees agreed to adopt a new constitution. The new constitution is attached to this annual report. The Objects of the Charity are:

- the maintenance of the Chapel building
- the maintenance of the Chapel grounds
- To support the continuation of dissenting worship in the chapel

2. Public Benefit Statement

The Trustees have had regard to the Charity Commission guidance on public benefit. In pursuit of the Objects of the Trust, the Trustees provide a place of worship for all to attend.

3. Organisation

The Trust operates as an unincorporated association and new trustees are appointed on the occasion of retirement and/or death of existing trustees, with a new Deed of Retirement and Appointment being drawn up as required.

The names of the Trustees who have served during the year are set out on the front cover of the Report and Accounts. During the year two meetings of the Trustees were held. Due to the COVID-19 pandemic the AGM in March was held via email and the October meeting on Zoom. All trustees were able to participate in both meetings.

4. Financial Review

The operating surplus before revaluation of the stock market investments was £4,665 (2019: surplus of £2,600). The revaluation of investments showed a loss of £11,478 (2019: gain of £11,622) to show an overall deficit of £6,813 (2019: surplus of £14,222).

5. Risk Management

The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps may be taken to reduce and/or lessen those risks.

6. Management & Governance

The new constitution has formalised the ad hoc arrangements that existed previously. Full details can be found in the attached document. The Trustees make use of professional advisers and approved contractors* whenever advice and work is required to manage investments and maintain the buildings and grounds.

*see Appendix 1 for list

7. Reserves

There are currently no designated or restricted funds i.e. endowments; those that have existed in the past have been absorbed into the current charity after all the provisions have been discharged. The Trustees have pursued a policy of spending on repairs and maintenance of the buildings and grounds in support of the Congregational Committee to continue the traditions and presence of Unitarianism in Rivington. Surplus funds are invested at an agreed level of risk and return to preserve capital values and generate income.

Appendix 1

- 1/ M & G Securities Ltd – investment managers
- 2/ Quilter Cheviot – investment broker
- 3/ Thomas V Shaw Ltd – surveyors and valuers
- 4/ D Edwards Insurance Brokers Ltd – insurance broker
- 5/ CAF Bank – banker
- 6/ D Worsley – independent auditor
- 7/ Holt Brothers (Horwich) Ltd – metalwork for cellar steps
- 8/ C J Fairclough (C&L Plasterers) – repair to vestry ceiling
- 9/ P Kellie and M Denver Building Contractors – replacement of vestry lintel
- 10/ Mentec Joinery – manufacture and installation of tearoom window

Rivington Chapel Trust: Chairman's Annual Report 2020

2020 will be the year that stands out in our lives in terms of everyday life as we know (or knew it) ceasing, with self-shielding and social distancing becoming “the order of the day”, compounded not least by the tragedy of the many lives lost. As soon as the March lockdown occurred, both the Trustees and Congregational Committee (CC) sought to maintain and possibly enhance the chapel community and its sense of well-being by adopting a virtual service via Zoom each Sunday during the first part of the year and less frequently later as the first wave of the pandemic subsided.

During this first period the chapel was essentially closed with regular visits being made to ensure that the fabric remained safe and in a good state. The tearoom was closed and our tenant used the opportunity to carry out remedial work based on the dilapidations identified as a consequence of the termination of the former lease in August/September 2019. These were scheduled to be undertaken during the first year of the new 10-year lease, which started 1st September 2019, but were accelerated by this 3-month closure period. Other internal improvements to the tearoom décor were also undertaken, including the design and subsequent implementation of a one-way system for customers to ensure that social distancing and other governmental requirements would be in operation by the time of an anticipated reopening in June. The tearoom business continued once the initial lockdown regulations were loosened, only to be interrupted once again as a consequence of the second lockdown/Tier 3 regulations during November and December. Throughout these periods of lockdown, the trustees have supported their tenant to ensure that the business was able to “weather the storm”, although the current third lockdown as we enter 2021 is providing an extra challenge.

The anticipated loss of income arising from the chapel being closed and the trustees offering the tearoom tenant a 4-month rent holiday during the spring was offset by the grant of £5,000 made to the chapel by the Manchester District Association. This was divided between the trustee and CC accounts.

Chapel services were planned to take place from September and the Honorary Secretary worked hard to provide risk assessments against a changing set of governmental regulations

so that safe attendance would be possible. In the event fewer services were undertaken as a consequence of the changing conditions from October onwards, but these were shared with non-attendees via a Zoom connection.

Various works and general chapel maintenance were planned during the year and some were undertaken under the direction of Paul Fairclough to whom the trustees are grateful for his continual efforts here. The planned refurbishment of the tearoom and toilet drains was unfortunately prevented because these works would have interfered with the tearoom's one-way system and so will have to be reconsidered during 2021. However, in spite of the pandemic restrictions, replastering of the upper vestry ceiling was undertaken together with the recent decoration of the interior.

At the end of 2019, the chairman made application to Historic England with regard to removing the tearoom from the Grade II* requirements which are a consequence of its being within the curtilage of the chapel. Unfortunately, this was rejected with the proviso that any reconsideration of such a request would have to be a part of a new relisting application. In the event, the trustees decided not to pursue this issue further and the tearoom tenant was alerted to the continuing Grade II* restrictions regarding maintenance of the building.

Following the last two years' initiative, a third edition of a calendar for 2021 was on sale in the Chapel as well as a selection of Christmas card packs, each of which comprise photographs of Rivington and surroundings during the various seasons of the year. Luckily these were on sale well before the implementation of the subsequent late November/December pandemic regulations.

Richard Horrocks

Chairman, Rivington Chapel Trust

Rivington Chapel Trust: Treasurer's Report 2020

Income

Bank Interest:

- Bank interest rates have remained low. Only £6 was received, the same as in 2019.

Vat reclaim:

- There was not enough eligible expenditure to be able to make a VAT reclaim in 2020.

Grants:

- A grant of £5,000 from the MDA to help towards lost income for both the congregation and the trustees. The total amount was slightly less than had been claimed by the two relevant treasurers, so the total amount was split pro-rata to the original claim. This meant that the trustees received £2,200.

Donations and GiftAid:

- These totalled £73, the substantial part of which was gift aid from a donation made in 2019. The trustees also collected £676 via CAFDonate on behalf of the congregation. Most of this was passed directly to the congregational accounts so does not appear in these accounts. There was one small donation at the very end of 2020 that will be transferred to the congregation in 2021.

Investment Income:

- Regular income has been paid by the M&G Charifund at £2,441 (2019: £3,024) and Charibond £310 (2018: £289).
- the 4 Quilter funds have paid a total of income and accumulation of £896 (2019: £998) before deduction of fees and charges of £180 (2018: £250).

Sales:

- As might be expected given the closure of the Chapel and other outlets where we sell publications, income on sales was down on 2019. However, we still received £819 in sales (mainly 2021 calendars) which was a small profit on the print costs of £630.

Rent:

- Because of the difficulties caused by the COVID-19 pandemic, the trustees gave the tearoom a four-month rent holiday. Income from the Tea Room lease was therefore reduced to £4,662 compared to £6,336 in 2019. The reduction was offset by the grant from the MDA.

Garden of Remembrance:

- There were no interments or sale of niches during 2020.

Expenditure

Grounds: Despite the COVID-19 restrictions, the grounds have continued to be maintained on a regular basis. £468 was spent, mainly on grass cutting and leaf clearing.

Buildings:

- The annual inspections of the fire appliances and organ were carried out during the year.
- The main items of expenditure for the year involved the installation of metalwork to make the steps to the cellar underneath the tearoom safer, replacement of the lintel over the door into the vestry and replastering of the vestry ceiling. In addition to these items, the Trustees paid £3,276 as our part of the cost of the new window in the tearoom towards which a grant of £2,000 was received from the MDA in 2019.

Insurance:

- The insurance premium to cover 2020 was £1,401. This was the last year of a 5-year long term agreement. The trustees have now taken out a new long term agreement to cover the next 5 years. The new premium for 2021 is slightly lower than the 2020 premium, and this will be shown in the 2021 accounts.

Trust Administration - costs not referred to elsewhere:

- Printing calendars and booklet £630
- Bank charges £60
- Smartwater annual payment £90
- Annual cost of website hosting and domain name £40

General Comments

1. All figures quoted for expenditure items are Gross i.e. include VAT, where this is chargeable.
2. Values for land and buildings are now shown in the accounts as Trust assets following a period from 1988 to 2016 when they did not appear, although these are estimated rebuild costs for insurance purposes and not market values.

The Trustees of Rivington Chapel

Income & Expenditure Account for the year ended 31 December 2020

| | Notes | 2019 £ | 2019 £ | 2020 £ | 2020 £ |
|---|-------|-----------|-----------|-----------|-----------|
| Income | | | | | |
| School Room Rent | 2 | 6,336 | | 4,662 | |
| Niche payments and Interments | | 1,400 | | - | |
| Income M&G Charifund | 1 | 3,024 | | 2,441 | |
| Income M&G Charibond | 1 | 289 | | 310 | |
| Income Quilter Cheviot | 1 | 998 | | 896 | |
| Grants & Donations | 6 | 617 | | 2,272 | |
| Sale of Publications & Calendars | 3 | 1,885 | | 819 | |
| Interest received | | 6 | | 6 | |
| Musical evening | | 162 | | - | |
| VAT Refund | | 571 | 15,288 | - | 11,406 |
| Expenditure | | | | | |
| Grounds Maintenance | | 963 | | 468 | |
| Insurance | 7 | 1,342 | | 1,401 | |
| Repairs & Maintenance | 4 | 491 | | 2,918 | |
| Organ | | 156 | | 162 | |
| Security | | 2,023 | | - | |
| Administration | | 73 | | 140 | |
| Quilter annual fee | | 250 | | 180 | |
| Bank charges | | 60 | | 60 | |
| Legal fees and reports | 5 | 1,176 | | 500 | |
| Printing of Publications & Calendars | | 1,210 | | 630 | |
| Donations | | 300 | | - | |
| Sundries | 8 | - | | 282 | |
| Major improvements/renewals | | 4,644 | 12,688 | - | 6,741 |
| Excess of Income to Expenditure | | | 2,600 | | 4,665 |
| Revaluation of investments at year end - Increase/(Decrease) | | | | | |
| M&G Charifund | 1 | 8,624 | | (9,999) | |
| M&G Charibond | 1 | 198 | | 147 | |
| Quilter Cheviot | 1 | 2,800 | 11,622 | (1,626) | (11,478) |
| Increase/(decrease) in reserves in the year | | | 14,222 | | (6,813) |

Statement of Financial Position at 31 December 2019

| | | 2019 £ | 2019 £ | 2020 £ | 2020 £ |
|--|---|-----------|-----------|-----------|-----------|
| Assets | | | | | |
| COIF Charity Fund | | 54 | | 54 | |
| M&G Charifund | 1 | 60,514 | | 50,515 | |
| M&G Charibond | 1 | 12,816 | | 12,963 | |
| Quilter Cheviot | 1 | 28,144 | | 26,518 | |
| CAF Bank Gold Deposit Account | | 7,719 | | 9,283 | |
| CAF Bank Current Account | | 280 | | 1,391 | |
| Insurance prepaid | | 2,025 | | 1,989 | |
| Sundry debtors | 8 | 219 | 111,771 | - | 102,713 |
| Liabilities | | | | | |
| Sundry creditors | | | 2,250 | | 5 |
| Net Assets (excluding property) | | 9 | 109,521 | | 102,708 |

The Trustees of Rivington Chapel

Notes to the accounts

1 Return on investment percentages - Increase/(Decrease)

| | Income | Value change | Total |
|-----------------|--------|-----------------|---------|
| M&G Charifund | 4.0% | (16.5%) | (12.5%) |
| M&G Charibond | 2.4% | 1.1% | 3.6% |
| Quilter Cheviot | 3.2% | (5.8%) | (2.6%) |
| Average | | | |

2 School Room Rent

The rent would normally be £7,000. However given the impact of Covid19 on the tea room the Trustees granted 4 month rental holiday.

3 Sale of Publications

Included are sales of calendars, Christmas cards and booklets.

4 Repairs & Maintenance

This year the major expenditure was :- Our share of the replacement window in the School Room, Rails on the cellar steps, and new lintels over the kitchen door.

5 Legal fees and reports

This is the cost of the rent review.

6 Grants & Donations

| | £ | £ |
|----------------------------|---|------------|
| Gift aid | | 59 |
| Through Mydonate/CAFdonate | | 9 |
| Donations box | | 4 |
| Other | | 2200 |
| | | <hr/> 2272 |

A grant of £2,200 was made by the Manchester District Association recognising the negative impact of Covid19.

7 Insurance

The share payable by the tea room has been deducted.

8 Sundry expenditure

Included is an amount of £219 to write off an amount of income wrongly provided for in 2019.

9 Land & Buildings

In the past the value of the land and buildings have been ignored and records of historic costs are not complete and/or not available. The Trustees write off the expenses of repairs and improvements against that year's income. No formal valuation of the land and buildings has taken place. However a rebuild cost, ascertained for insurance purposes, is £2,135,491.

I have examined the Income and Expenditure Account for the year ended 31 December 2020 and the Statement of Financial Position at that date and have found them to be in accordance with the books, vouchers, investment and bank statements presented to me for audit.

D WORSLEY

TRUSTEES OF RIVINGTON CHAPEL

CONSTITUTION

**Agreed at the AGM of the Rivington Chapel Trustees
held in March 2020**

Registered Charity Number:
240302

Registered Charity Name:
RIVINGTON PRESBYTERIAN CHAPEL (TRUST PROPERTY HELD IN CONNECTION WITH)

Rivington Chapel Trustees

Background Document

1. The trust was originally set up by a deed dated 15 June 1704. The following extract describes the land and what it should be used for:
 - a. *Whereas A Chappell or Oratory of foure bayes of buildinge is lately erected & built by severall protestants difsentinge from the Church of England upon a certain plott or parcel of ground lately severed & inclosed of and from a large close of ground situate and lyinge in Rivington aforesd containing fourty yards in length and thirty in breadth or thereabouts beinge the inheritance of the said John Andrew in-tended to bee A place for Religious Worship only and for an Afsembly & meetinge of A pticular church or Congregacon of Protestants difsentinge from the Church of England for the free exercife of their Divine Worship therein And that the present and Succesive Minister and Ministers or Teachers of the said Congregacon shall bee of Protestant Minister or Ministers of the Gospel difsentinge from the Church of England but Qualifyed accordinge to an Act of Parliament made in the first year of the Reigne of our late Soveraine Lord and Lady William and Mary of England fr king and Queen intituled on Act for exemptinge their Majties Protestant subjects difsentinge from the Church of England from the penalties of certain Laws or that shall bee qualified accordinge to some other Act of Parliament or Law that shall hereafter bee made and constitut-ed in favour and allowance of such difsentinge Protestants*
2. The area of land described in the original deed contained the graveyard. In 1859 the this was extended by 889 square yards by a gift of C J Darbyshire
3. Our current trust deed is based on a Deed of Appointment made on the 4th of May 1974. This in turn was supplemental to a deed dated 16th November 1966. We have been unable to locate a copy of this document, but Charles Taylor wrote the following in March 1974. We assume that this was to inform the new trustees on their duties.

The particular duties of the Trustees of the Chapel are:

1. *To see that the chapel is kept fit for divine worship, and that it is used only by dissenting protestants, so long as that is legal*
2. *To preserve the land in section 4 as a burial ground*
 - *Section 4: This is the 1859 land bought by R D Darbyshire¹ and given to the trust to be used as a burial ground in connection with the chapel. The fees received from burials to be used for permanent improvement of the Chapel or grounds, or for the benefit of the minister or both. Strict conditions applied – no strangers, different charges depending on the class of person. The burial ground was considered in 1974 to be full, so these conditions were no longer relevant.*
3. *To apply the fund from section 6 for the benefit of local people*
 - *Section 6: This refers to an indenture (not sure what date but between 1887 and 1895). Unspecified properties were sold and the proceeds from the sales invested. The income from these investments was to be used for the promotion*

¹ This is probably a mistake by Charles Taylor. R D Darbyshire was C J Darbyshire's nephew. He was also the solicitor for the Chapel. In a minute from 1859 taken from a Rivington Chapel Trustees Minutes, C J Darbyshire says that he has bought the land and proposes to make it a gift to the Chapel

of knowledge or practice of the Presbyterian faith among the inhabitants of Rivington, Anglezarke, Heath Charnock, Anderton and Horwich, or for their spiritual or temporal benefit profit and advantage in any way

4. *To apply the Shaw bequest in maintenance of the Shaw pew and grave*
 - *The Shaw bequest was £108.50 and the interest was to be used for the upkeep of the Shaw family pew and grave. By 1974, the interest was being paid to the Chapel general committee who had assumed the responsibility for carrying out the work*
5. *To pass the income from section 8 to the minister or preacher*
 - *Section 8: this refers to a deed dated 1906. Income from railway stock expected to be about £2.00 per year was to be paid to the minister or, if there is no minister, to the person occupying the pulpit*
6. *To apply certain other funds to the maintenance or improvement of the Trust property*

Charles Taylor goes on to say that:

The use of the income from the sale of Chapel House is unclear. The Charity Commissioners gave no clear instructions on the matter. There may be the requirement to pay it to the minister. Even if this is so, the trustees might consider that the use of a portion of the money to build a positive income producing property such as the garden of rest as justifiable [. . .] and that this could be taken into account when resolving the amount due currently to the minister.

Meanwhile, the present policy of the Trustees is to pay to the Chapel general committee the major portion of the income produced from the investment for them to use in augmentation of the minister's stipend.

4. In 1965 the trust was registered with the Charity Commission under the name: Rivington Presbyterian Chapel (Trust property in connexion with).
5. There were 6 linked charities which reflect the paragraphs above
 - *Linked charity 1: Land held in connexion with Rivington Presbyterian Chapel*
 - *Income to be paid to the minister for the time being of Rivington Presbyterian Chapel.*
 - *Linked charity 2: Land held in connexion with Rivington Presbyterian Chapel*
 - *To be used and employed for the exercise of divine worship*
 - *Linked charity 3: Burial ground in connexion with Rivington Presbyterian Chapel*
 - *To be used as a burial ground in connection with Rivington Presbyterian Chapel.*
 - *Linked charity 4: Alice Lowe will trust*
 - *To be applied towards the maintenance or repair and improvement of the chapel building and graveyard*
 - *Linked charity 5: Various small bequests to Rivington Presbyterian Chapel*
 - *The promotion of the Christian faith, protestant religion and holiness according to the Presbyterian persuasion*
 - *Linked charity 6: James Shaw gift*
 - *Income to be paid to the minister for the time being of Rivington Presbyterian Chapel*
6. By 2019, the bequests had been subsumed into the general accounts of the trustees. The trustees therefore decided to close all the linked charities and there is now just one

overarching charity registered with the Charity Commissioners. The object of the charity as stated on the Charity Commission website is:

“The charity is responsible for the management of the fabric of Rivington Chapel and the associated grounds and buildings to enable religious worship and other related activities to continue.”

7. The trustees feel that the objectives of the trust should reflect the current situation, but also honour the wishes of the various deeds going back to 1704
8. In 2016 the trustees formally registered the land and the chapel buildings with the Land Registry. This excludes the land occupied by the Garden of Remembrance [Land Registry Title LAN 182254]
9. The land comprising the Garden of Remembrance was held by the chapel under a licence from United Utilities. In 2018 this piece of land was formally transferred to the trustees and is now registered with the Land Registry [Land Registry Title LAN 212766]
10. The trustees lease out the former schoolroom to a private operator as a tearoom. The lease is a full maintenance lease, so the costs of maintaining the building currently fall on the lessee
11. The income from the lease of the former schoolroom forms a major part of the annual income of the trust
12. The Manchester District Association of Unitarian and Free Christian Churches (MDA) are appointed as a custodian trustee to the trust

Taking the Trust into 2020 and Beyond

1. Name of the Trust

- 1.1. The name of the trust is currently: Rivington Presbyterian Chapel (trust property held in connection with), but known as the 'Rivington Chapel Trust'

2. Objectives of the Trust

- 2.1. Reflecting the history of the trust, the trustees feel that the objectives of the trust can be summarised as follows:
 - 2.1.1. Maintenance of the Chapel Buildings
 - It is the duty of the trustees to see that the chapel is kept in sound condition and fit for divine worship, and that it is used only by dissenting protestants, so long as that is legal. The trustees will require the chapel congregational committee to confirm that they are still a dissenting protestant congregation on an annual basis. In the event of a dissenting congregation ceasing to exist then the trust will be wound up as described in Section 10 below
 - The trustees are also responsible for the maintenance of the former schoolroom.
 - 2.1.2. Maintenance of the Chapel Grounds
 - It is the duty of the trustees to maintain the graveyard
 - It is the duty of the trustees to maintain the Garden of Remembrance
 - 2.1.3. To support the continuation of dissenting worship in the chapel through donations to the congregation or other means
 - for example, to pay for ministerial stipends or other similar expenses if such funds are available after the trust has fulfilled its obligations towards the maintenance of the buildings and the grounds

3. Number of Trustees

- 3.1. The number of trustees should be a minimum of four and a maximum of sixteen
- 3.2. In addition, an appropriate organisation should be appointed as custodian trustee. This organisation must have objectives which are aligned to the objectives of the trust and should ideally be a regional or national body representing dissenting protestant congregations.
- 3.3. Notwithstanding the above, if the trustees feel that they lack expertise in a particular field, then suitable persons can be co-opted onto the trust for as long as the trust deems necessary. Addition and removal of co-opted trustees is by simple vote of the trustees. A co-opted trustee will have the same voting rights as a full trustee during the period that they are co-opted.
- 3.4. If the number of trustees falls below four, then the custodian trustee will assume all rights and responsibilities in the running of the trust until such time as the trust can be correctly constituted again
- 3.5. While the chapel currently hosts a congregation of the Unitarian faith, applicants need not be Unitarians but must support the objectives of the trust

4. Officers

- 4.1. The officers of the trust should be a Chairman, Treasurer and Secretary
- 4.2. Only current trustees may be elected to these positions
- 4.3. These positions will be elected by simple vote of the trustees at each Annual General Meeting

- 4.4. If a suitable candidate for these posts cannot be found from within the current trustees, then the trust may co-opt a suitable candidate who will be entitled to serve until the next Annual General Meeting, at which point an election for the post must be held. The co-opted candidate may not stand for election at this time unless they have become a full trustee.

5. Co-opted Trustees

- 5.1. Where it has been found necessary to co-opt a trustee, then that person must not serve for longer than three years without become a full member of the trust

6. Quorum

- 6.1. The quorum for meetings must be at least three trustees or co-opted members of the trust and must include at least one officer

7. Frequency of Meetings

- 7.1. The trustees will hold an annual general meeting, preferably held in March, but otherwise as near to that month as possible
- 7.2. There shall be at least one other full meeting of the trustees each year. In addition, the officers of the trust may call extraordinary meetings as and when necessary
- 7.3. All trustees must be notified of any trust meeting in writing at least 14 days before the date of the meeting

8. Requirement to Attend Meetings

- 8.1. If a trustee misses more than 4 meetings in a row without a reasonable explanation, then that person shall cease to be a trustee

9. Standard Lifetime of a Trustee

- 9.1. In an ideal world, there should be a steady turnover of trustees. Therefore trustees who have served for ten-years are required to stand down.
- 9.2. However, it is necessary to be realistic as the pool of people available to be trustees is fairly small. So, the standard lifetime of a trustee should be ten years, but if at the end of that period the trustee stands down and there are not enough people to fill all the places on the trust, then that trust may choose to retain the trustee for another 10 year term by simple majority vote.

10. Winding up Clauses

- 10.1. The trust should stay in place for as long as there is a congregation of dissenting protestants using the building. In the event that the congregation ceases to exist then:
- 10.1.1. the assets of the trust should go to the custodian trustee in the first instance (the MDA). If they do not exist at the time, then to the General Assembly of Unitarian and Free Christian Churches, and in the event that they no longer exist to other charitable institution or institutions having objects similar to the trust; or
- 10.1.2. the trustees shall have the power to sell the chapel and its assets and invest the funds from the sale. Any profits from these investments should go to support Unitarian causes; or
- 10.1.3. the trustees shall have the power to sell the chapel and its assets and donate the proceeds to another Unitarian chapel or chapels

11. Additional Information

11.1. Appointment of Trustees

11.1.1. "Appointment of additional or replacement trustees may occur by either personal recommendation from a current trustee or by placing an appropriate advert on the chapel's website or within its Newsletter and/or by use of other appropriate advertising media such as are recommended in the Charity Commission document CC30 "The recruitment, appointment and induction process for new charity trustees and how to set a framework for recruitment."

11.1.2. Interested parties would be requested for the following:

- Your name and contact details
- CV
- Contact details for two referees
- A personal statement (no more than one side of A4) telling us why you would like to be a trustee
- Confirmation that you are eligible to become a trustee (see paragraph 5.1 of the Charity Commission document CC30) and declare if you feel there may be any conflicts of interest."

11.2. Relationship between the Trust and the Congregation of the Chapel

11.2.1. The congregation of the chapel have their own constitution

11.2.2. A separate document will be produced that identifies the relevant roles of the trustees and congregation

11.2.3. This document will be produced jointly with the congregational committee

17 March 2020

Signed:



Chairman

Appendix

List of trustees March 2020

Arthur Richard Horrocks Chairman

Peter Charles Bearon Secretary

Carol Worsley

Olive Fisher JP

Christopher Edmund Haighton

Christopher Jonathan Oldham

Christopher Paul Martin

Frank Ascroft

Paul Melvyn Fairclough

Vince Gerard McCully