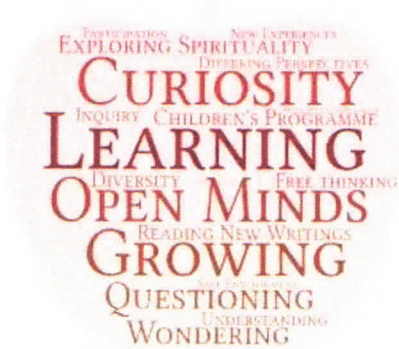
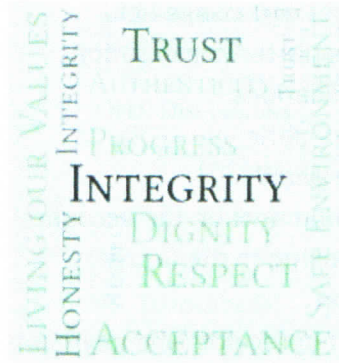


St. Mark's Unitarian Church, Unitarians in Edinburgh

Trustees' Annual Report for the year ended 31 December 2022



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**St Mark's Unitarian Church
Trustees' Annual Report
for the year from 1 January 2022 to 31 December 2022**

CHARITY CONTACT INFORMATION

St. Mark's Unitarian Church
Also known as: Unitarians in Edinburgh
Registered Charity Number SC014167

Address	St. Mark's Unitarian Church, 7 Castle Terrace, Edinburgh EH1 2DP
Telephone number	0131 659 7600
Email address	enquire@edinburgh-unitarians.org.uk
Website	www.unitarians-edinburgh.org.uk
Facebook	facebook.com/unitariansinedinburgh
Twitter	twitter.com/unitariansinED

CHARITY TRUSTEES

The Elected Trustees and Council Members on the date of approval of Trustees' Annual Report were as follows:

Joan Cook	
Julie Finneran	(from 26 June 2022 and Convener from 12 September 2022)
Brian Robertson	(from 26 June 2022)
Ann Sinclair	Also Acting Treasurer from 26 June 2022

Names of all other Council Members during the period covered by this report

Jane Aaronson	(until 26 June 2022)
Kate Foggo	(Treasurer until 26 June 2022)
Naomi Keir	Secretary until 3 March 2023
Tom Stamper	(until 4 July 2022)
Monika Strell	(until 26 June 2022)
Gillian Woolman	(Convener until 12 September 2022)

Note that our Constitution states that we should have a maximum of 9 trustees, a minimum of 7; the quorum is 5. The Council has the power to appoint any willing and eligible member to be a Trustee. Despite invitations, Council was unable to make any appointments by co-option.

Celebrant	Joan Cook
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing structure

St. Mark's Unitarian Church is a Scottish Charitable Incorporated Organisation (SCIO) Scottish Charity Number SC014167.

Its governing document is the Constitution adopted in 2013 and revised in 2021.

The Society is an autonomous body which is voluntarily affiliated to the General Assembly of Unitarian and Free Christian Churches and to the Scottish Unitarian Association.

Trustee recruitment and appointment

The members of Council (maximum 9, minimum 7, in normal circumstances) are the charity trustees.

The trustees are elected from amongst the members, by the members at the Annual General Meeting. If a vacancy arises, an additional member of Council may be co-opted.

Officers are appointed by the Council subsequent to the Annual General Meeting.

Final authority in the Society is vested in the members acting in a general meeting at which only members may vote.

OBJECTIVES AND ACTIVITIES

St. Mark's Unitarian Church has the following aims:

- To encourage spiritual and personal growth.
- To encourage the development and spread of Unitarian principles.
- To promote Unitarian ideals and Unitarianism by working with other Unitarian groups.
- To provide fellowship and spiritual support.
- To further grow our community, spiritually and numerically.
- To maintain, preserve and enhance the church premises and to optimise the use of our premises and material resources for the furtherance of the Society's aims.
- To liaise with the Scottish Unitarian Association and General Assembly of Unitarian & Free Christian Churches in furthering our mutual aims.

Our main activities in relation to these aims are:

- Provision of services of worship, and other services e.g. rites of passage, services to mark special events.
- Rites of passage services are available to all, not only members of our community.
- Provision of spiritual and social activities outwith regular Sunday services.
- Encouraging involvement and representation with other groups, both Unitarian and other like-minded organisations.
- Encouraging the involvement of members in Church activities.
- Financial assistance to support lay ministry and outreach; sponsorship of delegates attending national Unitarian events.
- Charitable donations to Unitarian and other causes.

Achievements and Performance

2022 started well for the community of St. Mark's.

At the start of the year, a wide range of interesting and thoughtful services were being delivered via Zoom, with good online attendance. In the Spring, we moved back to services mainly being held in St. Mark's, with a Zoom option. Many of the congregation were pleased to be back in our building and St. Mark's remained committed to providing a Zoom presence each week for participants unable to attend in person. New people started attending St. Mark's and visitors were coming back.

The technical team were commended on the hard work which lay behind delivering this new technological feat each week. Work was ongoing and had a focus on improving sound quality. This was of particular importance, as the congregation greatly appreciates the playing of our much-valued professional pianist.

We continued to let our building for events both as a means of raising funds and as a way of allowing a wide range of people to experience the special atmosphere and heritage of our beautiful Grade B listed building.

On Council, work continued to update our policies and procedures and we now have in place robust policies on:

- Safeguarding
- Diversity, Equality and Inclusion
- Conflict of interest, with Register of Interests
- A Code of Conduct
- Grievance and Complaints
- Bullying and Harassment

Teams such as the Ministry Team, the Management Team, the Pastoral Care Team, the Finance Team and the Communications Team all continued to work together to ensure that life in our community flourished and all are thanked for their often unseen efforts. St. Mark's continued to produce an informative weekly e-bulletin which is virtually delivered to in excess of 250 people.

In June, Council elections took place and many of the Council stood down. The retiring Council were warmly thanked for their unstinting work in guiding us through a turbulent previous year. A new Council was elected comprising of Ann Sinclair, Brian Robertson, Jill Woolman (Convenor), Joan Cook, Julie Finneran, Naomi Keir and Tom Stamper.

Unfortunately In July, St. Mark's was greatly saddened by the unexpected death of Tom Stamper. Tom was a great friend of St. Mark's and a very effective member of Council and it was a further loss when his wife, Jill Woolman (Stamper) understandably stood down as Convenor, for family reasons.

This left the Council with five members and Julie Finneran became Convenor. Five on Council is two members short of the ideal number but as Council has the power to co-opt

new members to Council, it was decided to continue with five members in the expectation that volunteers could be found. Regrettably, despite invitations, no-one came forward.

SMART goals were set, with SMART standing for:

S - Specific

M - Measurable

A – Achievable

R – Realistic / relevant

T - Timely / time specific

The Smart goals set were:

- a) Roof: To critically review the upper hall roof situation and create a practical proposal for membership for consideration by March 2023.
- b) Identify and recruit at least 4 additional people to help with the short and long term running of Unitarians in Edinburgh by October 2023.
- c) Social Events: To plan, coordinate and run 3 social events to encourage participation and collaboration within the community by June 2023.

Regarding the Upper Hall roof, which continued to deteriorate, much work was done to ascertain what work would be required to remedy the situation, estimate costs and to explore if any grants might be available. St Mark's is grateful to Hardies for their help with this project.

As we headed towards Christmas and our Compassionate Christmas service, we reflected on those we had lost from our community over the year and thought of their loved ones. We also thought of those people who are friends of St. Mark's and no longer attend but are still very much in our minds.

As always, we are indebted to those people in our community who continue to support St. Marks through volunteering time, contributing financially or attending and participating in our services. We're also grateful to our caretaker, cleaner and website manager for their efforts.

In conclusion, 2022 as a year had highs and lows but we have many assets in term of our building and our people and we hope that St. Mark's building and St. Mark's community will, through our efforts, continue to thrive.

Julie Finneran, Convenor, June 2023

Ministry & Worship

Services of worship were held on Sundays, usually in church and always streamed, with one Sunday service per month always solely available via Zoom. We are grateful to visiting ministers and preachers and to all members of our community who have contributed to our services.

The following groups have met regularly during 2022:

Bereavement and Loss Support Group
Mindfulness @ Lunchtime
Poetry for Pleasure

In 2022, 1 funeral was conducted by our former minister, 1 funeral by a member of the congregation, 4 funerals and 1 wedding, were conducted by our Celebrant & Lay Preacher.

Raising our Profile & Outreach

St Mark's has a dedicated Communications Team and employs various means of communicating with its members, friends and the wider community by use of social media, its website and via the weekly e-Bulletin updates.

St Mark's continues to support the following organisations on a regular basis:

Chennai Unitarian Christian Church
Edinburgh Interfaith Association

St Mark's is also able to support other charitable concerns by way of one-off donations.

St Mark's maintained the following affiliations in 2022:

General Assembly of Unitarian & Free Christian Churches
Scottish Unitarian Association
Edinburgh Inter-Faith Association

Venue and Fabric

Lettings largely reverted to their pre-Covid pattern, happily renewing previous connections and introducing some new ones and all bringing welcome income. We presented a successful Festival Fringe programme, albeit at about half our typical capacity pre-Covid.

Fibre broadband was installed at the beginning of the year. Thereafter our streaming facility was further developed in-house, led by our caretaker. A technical team to operate the system during services was established and, with experience, the quality of transmission gradually improved.

A new pump assembly was fitted to the heating system at the beginning of the year.

After many delays, in July we received Hardies' report on their survey of the upper hall roof. Once we were able to meet with their representatives, we were advised that urgent work was needed on the flat roof above the kitchen and that the north side of the main hall roof was nearing the end of its life. By the end of the year, under persistent rain, the roof was dripping water in one area. We were aware that if the upper hall became unusable or unsafe we would have to cease lettings leading to the view that action was inevitable during 2023.

Financial Review for 2022

Our policy on reserves

The Members adopt a cautious and prudent approach to reserves. The view of the Members is that the free unrestricted reserves, excluding tangible fixed assets and investments, should provide a resource for major projects and repairs, and that they should not be used to finance routine expenditure. However, it is recognised that the Church may require some of the income generated by investments to assist funding of Church activities.

Comments on the accounts

The layout of the accounts follows the format advised by the Office of the Scottish Charity Regulator (OSCR). You may find the pages towards the end, which detail our receipts and payments during 2022, useful for understanding where our money comes from and how we use it.

Our primary source of income is giving by our congregation, on which we claim Gift Aid whenever possible. During 2022 the number of monthly donors decreased and overall 'live' giving was down compared with 2021. We gratefully received a number of one-off donations and Sunday collections were up compared with 2021. We benefitted from a legacy of £5000 from the estate of Richard W Paul: Dick attended St Mark's during Rev Andrew Hill's ministry and beyond. Additionally we received a special payment of over £9000 from the Speed Trust [see page 12 of this report]. Our income from lettings reverted to pre-Covid levels.

Speed Trust income has been used to pay for maintenance of our website and for licences to allow us to stream our services.

We retained Lindsays Prism services until we were confident that the review and development of our policies and procedures was complete. Lindsays will retain confidential records of the legal and advisory work over grievance procedures, which they undertook for us in 2021, for a minimum of 10 years.

The independent examination of the 2021 accounts was undertaken pro bono by a member of the congregation who is a chartered certified accountant. We are very grateful for her advice and expertise.

Looking to the future

Venue activity has provided a valuable supplement to our income. We provide a useful service to our hirers and have good relations with them. We do need more support with the facilitation of lettings if we are to maintain and grow this aspect of our activity in the coming years.

Congregational giving will likely be down in 2023 due to a decrease in donors and the cost-of-living increases affecting everyone. Members and supporters should be reminded that their financial giving is essential to the life and work of the church and community and if we are to recruit a new minister, they will need to be financially supported. In the meantime our income may be expected to meet our immediate needs.



A major refurbishment of our beautiful Grade 2 listed premises was completed in 2015 but our building still requires continuing upkeep, in addition to routine maintenance. By the end of the year it was clear that the upper hall roof would need attention in the near future: the extent of the work required and likely cost was being investigated by Hardies [Property and Construction consultants].

Stock markets fell over 2022 and dividends remained depressed, inflation remained high, the war in Ukraine continued with mounting unrest elsewhere. Even though we will have to realise some of our assets to pay for the upper hall roof, it is fortunate that at present we do not need to look to our investments for additional income.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature[s]		
Full name[s]	Julie Ann Finneran	Ann Sinclair
Position [eg chair]	Convener	Acting Treasurer
Date	25 June 2023	25 June 2023

St Mark's Unitarian Church

Charity Number SC014167

**Statement of Receipts and
Payments**
1 January 2022 - 31 December
2022

Receipts	Unrestricted	Restricted	Year ended	Year ended
	Funds	Funds	31/12/2022	31/12/2021
			Total funds	Total funds
Donations	34168		34168	49502
Legacies	5000		5000	0
Grants [Speed Trust]	0	13952	13952	3818
Fund-raising	50		50	0
Gross trading receipts [venue]	20524		20524	6480
Investment income	0		0	0
Other charitable activities	0		0	160
Total Receipts	59742	13952	73694	59960
Payments				
Fund-raising costs	0		0	0
Venue expenses	1363		1363	159
Cost of charitable activities	22070	1061	23131	48954
Grants and donations	2685		2685	2535
Governance costs	1835		1835	0
Independent examination	0		0	0
Other	0		0	6851
Total Payments	27953	1061	29014	58499
Surplus / deficit for year	31789	12891	44680	1461

Statement of balances as at 31st December

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2022	2021
Bank balances at start of year	53717	5099	58816	57355
Surplus/deficit for the year	31789	12891	44680	1461
Bank balances at end of year	85506	17990	103496	58816

Investments

Fund	Market valuation at 31.12.22 (£)	Market valuation at 31.12.21 (£)
Geddie Fund	358,114	406,513
Capital Reserve Fund	46,290	52,932
Shared Interest	1,138	1,134
Total	405,542	460,579

Other assets

The Society owns the property at 7 Castle Terrace and its furniture and equipment. It undertook significant improvements to the property over the period 2009 to 2014.

The original value of the property is not available and has not been included because, in the opinion of the Members, the cost of professionally valuing it to include in the financial statements outweighs the benefits to users of the financial statements.

	Cost or valuation at 31.12.22	Additions	Cost or valuation at 31.12.21
Improvements to property	626,846		626,846
Furniture & equipment	30,225		30,225
Total	657,071		657,071

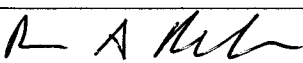
Liabilities

Essential roof repairs to the upper hall roof, planned to be undertaken during 2023, are expected to cost in the region of £150,000 after eligible VAT has been reclaimed.

Contingent Liabilities

The maintenance of our Grade B listed building will continue to present an ongoing challenge.

Signed by one or two trustees on behalf of all trustees

Signature	Print Name	Date of approval
	BRIAN A. ROBERTSON	25 June 2023

Notes to the Accounts

St Mark's Investments

St Mark's has two portfolios which are managed by RBC Brewin Dolphin in line with investment objectives and a risk classification which have been discussed and agreed with the Trustees.

Each portfolio is self-contained, in that all dividends, all management fees and all dealing fees are accounted for within the portfolio. The value of each portfolio rises and falls with the value of its constituent holdings, the income received and the fees deducted. The profits and losses deriving from sales and purchases of holdings are also contained within the overall value of the portfolio.

The **Geddie Fund** derives from a legacy received from the estate of Miss Mary Geddie. On 1st January 2022 the fund had a value of £406,513; on 31st December 2022 its value, after all income and costs, was £358,114. Brewin Dolphin management fees for the year totalled £2,226 and dealing charges totalled £1,115; underlying costs of external funds in the portfolio totalled £1,884 so the total fees and charges for the year were £5,225. On 1st January 2021 the value of the fund was £357,813.

The **Capital Reserve Fund** derives from the balance left following extensive refurbishment work of our premises over 2012-2015 which was primarily funded from the sale of our manse. On 1st January 2022 the fund had a value of £52,932; on 31st December 2022 its value, after all income and costs, was £46,290. Management fees for the year totalled £294 and dealing charges totalled £262; underlying costs of external funds in the portfolio totalled £313 so the total fees and charges for the year were £869. On 1st January 2021 the value of the fund was £47,211.

Thus at 31st December 2022 the total value of our investments managed by RBC Brewin Dolphin was £404,404.

St Mark's also has a holding with **Shared Interest** which was valued at £1137.54 on 31 December 2022. Interest of £2.83 was received on 31 March 2022.

Restricted Fund

The **Speed Trust** is managed by the British & Foreign Unitarian Association which operates from Unitarian Headquarters in London. During 2022 we learned that, as allowed under the terms of Mr Speed's will and in consultation with the auditors of the Trust, the proper use of Speed income has been re-defined such that it must be used to 'support Unitarianism'.

The original Speed bequest totalled £278k in 1984 but, over time, there has been a growth in the value of the capital so it is now worth some £900k. This growth in the capital amount can be properly regarded as 'unrealised income', not as 'capital' per se. In consequence, we received a special payment of £9034 in addition to the usual quarterly distributions of income.

No payments or expenses were paid to trustees.

Receipts 2022 details

	2022	2021	
Donations			
Congregational standing orders	23998	29798	
Service collections	525	62	
Other donations	2415	7610	
Gift Aid tax reclaimed	7230	12032	
Sub-totals	34168		49502
Legacies	5000	0	
Grants: Speed Trust			
Speed Trust	13952	2663	
LPOW (VAT refund)	0	1155	
Sub-totals	13952		3818
Fund-raising activities	50	0	
Gross trading receipts: venue	20524	6480	
Investment income	0	0	
Other charitable activities	0	160	
Totals	73694	59960	

Payments 2022 details	2022	Totals	2021	Totals
Expenses for fundraising	0		0	
Gross trading payments - venue expenses	1363	1363	159	159
Charitable activities				
Minister's stipend	0		16548	
Minister's expenses	0		550	
Visiting service leaders	767		750	
Pianist	640		1450	
Outreach	703		615	
Travel and conference fees	0		0	
Congregational expenses	437		361	
Equipment	162		1545	
Utilities	4180		8292	
Upkeep of premises	4554		2945	
Building Maintenance	5884		9937	
Insurance	5804		5961	
		23131		48954
Grants and donations				
GA Quota	2450		2450	
Subscriptions & donations	235		85	
		2685		2535
Governance costs				
Admin expenses	35		211	
Professional fees	1800		6617	
Miscellaneous			23	
		1835		6851
Totals		29014		58499

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

to the trustees of St Mark's Unitarian Church, Edinburgh

Registered charity number SC014167

I report on the accounts of the charity for the year ended 31 December 2022 which are set out on pages 3 to 14.

Respective responsibilities of trustees and independent examiner

The charity's Trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation IO(1)(d) of the Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

Signed	<i>M q Y</i>	Date 25.05.23
Name	Susanne Urquhart	
Relevant professional qualification(s) or body (if any):	Member of the Association of Chartered Certified Accountants (ACCA)	
Address	5 Bankhead Grove, Dalmeny, South Queensferry, EH30 9JZ, Scotland, UK	