



Trustees' Annual Report for the period

Period start date
From **1 Sept 2018** To **31 AUG 2019**
Period end date

Section A Reference and administration details

Charity name **CAVERSHAM HEIGHTS METHODIST CHURCH**

Other names charity is known by

Registered charity number (if any) **1127822**

Charity's principal address **74 HIGHMOOR ROAD,**

CAVERSHAM HEIGHTS

READING

Postcode

RG4 7BG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev J Dowding	Chair		Ex Officio
2	Rev Dr J Ogden		Died 2 nd February 2019	
3	Rev D G Jenkins			Ex Officio
4	Mrs L A Boardley			
5	Mr P H Boardley	Treasurer		Ex Officio
6	Mr D E Cliffe	Secretary		Ex Officio
7	Mrs L Dudley			
8	Dr C M Dugdale			
9	Mrs M Ellison	Senior Steward		Ex Officio
10	Mr V J Emerson			Ex Officio
11	Mrs M Fowler			
12	Mr A Harland	Circuit Steward		Ex Officio
13	Mr C M Hinks	Steward		Ex Officio
14	Mrs V I Keating			
15	Mrs B J Macrae			
16	Mr K L Macrae	Property Steward		Ex Officio
17	Mrs K C Munns			
18	Mrs J F O Offord			
19	Mrs C Pollard	Steward		Ex Officio
20	Mr I Pollard	Steward		Ex Officio
21	Mrs J Talbot	Steward		Ex Officio
22	Mrs L K Turner	Steward		Ex Officio
23				
24				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	
Property Inspection	Thames Valley Surveying Ltd	Thames Valley Surveying Limited Green Bank University of Reading London Road Campus London Road Reading, Berkshire RG1 5AQ
Legal Affairs	As Required	

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Deed of Union of the Methodist Church 20 th Sept 1932
How the charity is constituted <small>(eg. trust, association, company)</small>	In accordance with the Constitutional Practice and Discipline (CPD) of the Methodist Church
Trustee selection method <small>(eg. appointed by, elected by)</small>	Some Trustees are Trustees as a result of their position, some are elected by the General Church Meeting and some are appointed (co-opted).

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Bankers

The Church's Bankers are CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4QJ and the Central Finance Board of the Methodist Church, Bonhill Street, London EC2A 4PE.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Objectives

The purposes of the Methodist Church are and shall be deemed to have been since the date of union the advancement of - (a) the Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church; (b) any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church; (c) any charitable purpose for the time being of any society or institution subsidiary or ancillary to the Methodist Church; (d) any purpose for the time being of any charity being a charity subsidiary or ancillary to the Methodist Church.

The trustees have over the year acted with regard to the guidance issued by the Charity Commission on public benefit.

Worship. Sunday worship is one of our major activities. In late October we held a special weekend and service to mark the centenary of the armistice of 2018 – see under “Outreach”. This was followed, a week later, by an All Souls service, where people remembered relatives and friends who had passed away. There were services specially to ask for healing in November, and again in June 2019. Christmas brought special services, including a midnight Holy Communion service. February brought one of the most memorable services of the year, to remember and thank God for the life of the Rev. Dr. John Ogden, who had led our worship for many years and was a dear friend to many across the area. In June we held an outdoor service, on the church lawn, to make ourselves literally more visible to our neighbours. Towards the end of the church year, in late July, came another memorable service, when we said farewell to our minister, the Rev. Jenny Dowding, who was retiring. At the same time, we were looking forward to meeting our new minister, the Rev. Martin Beukes. During the year there were occasional “Time for Prayer” meetings in the church, on different days at different times, to give different people the chance to attend. Beyond the church buildings, there were three groups of people,

meeting regularly in one another's homes for Bible study, worship and fellowship.

Witness The trustees recognise the importance of communication and making the church better known in its locality. The website had to be temporarily taken down, following the death of John Ogden, who looked after it: with the arrival of the new minister it will be restored, better than ever. But we have continued to make use of the ecumenical monthly newspaper, "Caversham Bridge," and our Facebook page.

"Nativity Live!" on Christmas Eve was watched by around 450 people. The proceedings began at the Baptist Church and continued via the Catholic Church and the Methodist Church in Gosbrook Road to St. John's Anglican Church, where there was a short service led by the Bishop of Reading.

Good Friday brought another procession of witness, from the Baptist Church, through the shopping precinct on onwards to Caversham Court Gardens.

In June, as mentioned above, there was an outdoor service on the church lawn, with the invitation to neighbours and passers by to join in.

Pastoral Care. As is the custom within the Methodist Church, the pastoral work within the church family continues. A team of pastoral visitors watch out for the church members who are in their care, in case they are in trouble and in need of help.

Safeguarding. The church has appointed a Safeguarding Officer, and a Safeguarding Policy document has been accepted by the trustees. Foundation and refresher training courses have been arranged at intervals through the year.

Mission and Evangelism. The three-year Partnership for Missional Church (PMC) project reached its official end, though its effects will continue into the future. As reported in the church newsletter, "The vision that seems to be emerging is not at all what we thought it would be." We have found ourselves working more closely with other groups than before, particularly with the Anglican churches, but also with non-Christian groups. One result of the co-operation has been the Caversham Champions to End Loneliness, with "coffee companions" in local cafes, and street parties. A meeting for both of the Caversham Methodist Churches was held, called "Vision for Embodiment," to look at how we are connecting with the people God has sent us to work with, and how, together, we can "embody God's mission there." Our new Missional Vocation Statement says that we are "people bonded in Jesus, in partnership with others, striving to make a difference in our communities." Much of what we have learned from PMC will be used as we embark on our "Five-Year Plan for Growth," along with other churches in our Methodist Circuit.

Fund-raising and Giving. Besides raising funds for its own purposes, and for general Methodist purposes, the church raises money for other causes. For example, some church members

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

collect money for Action for Children, and used postage stamps for the Leprosy Mission.

For many years now we have given money to support the Racecourse Community School in Zambia. We received a letter of thanks from them, as reported in the August newsletter.

For the Harvest Festival, people brought in items suitable for the Readifood food bank, and for the Christmas services, we did something similar. It was a "Reverse Advent Calendar," where, instead of taking something day by day, you gave something to Readifood. The money collections at the Christmas services were split between Shelter and Action for children.

The proceeds from the Autumn Fair were split between the Motor Neurone Disease Society, and the Ways and Means Trust.

Outreach. The church has been reaching out to its local community in many ways. The buildings are well used, by church groups and diverse community groups, such as a pre-school, a women's institute, and a bee-keepers' association. In order to keep the buildings in good order and attractive, a scheme is in hand to refurbish the existing toilets, and to add a cubicle which is accessible for wheelchair users.

Coffee is served on Monday mornings to anyone calling in at the church, and on Monday lunch-times the Stay-a-While volunteers serve around 20 three-course cooked lunches to members of the group. For many of the partakers, some of whom are elderly and live alone, the meals are greatly appreciated. Stay-a-While again achieved Grade 5 from the Environmental Health Officer – the top rating.

The monthly Traidcraft stall in the church hall has continued its good work, selling fairly-traded products sourced from developing countries.

The "Pro Patria" week-end in October brought a large number of visitors to the church. It marked, a little early, the centenary of the signing of the armistice in 1918. The church was decorated with artificial poppies hanging from the ceiling, and the windowsills were filled with floral decorations given by several different churches in the area. The Rolls of Honour were displayed, with information about the men from the church who served in the 1914-18 War on two display panels, and in a take-away leaflet. The church was open over three days, and refreshments were served.

On the Saturday evening we had a concert by the Enharmonic Choir, which included a newly composed work, "Pro Patria".

In March, the Berkshire Organists' Association organised a recital on the church's splendid pipe organ, given by our own organist. It attracted a large audience.

A "Holiday at Home" was held on May 29th for our friends and neighbours, and especially for those living alone, or who find it difficult to get out of the house and would not normally be able to go away on holiday. Transport was provided where needed, and non-church-goers were especially welcome. Various activities were enjoyed during the day, with lunch in the middle.

Ecumenical Relationships As usual, church members have been active in helping run several projects organised by Churches Together in Caversham.

The Lent Groups were once again a success, as were the ministers' retreat, and the "exchange of pulpits" in January.

The Amersham Road Cooking Club has continued its work in what is generally considered to be one of the most deprived areas of Reading. Children are taught simple cookery skills, and hear the Gospel message.

Several Caversham churches are also involved in a project called RE-Inspired, in which volunteers are invited into schools to tell the pupils about their faith. It began with primary schools, but some secondary schools are now interested.

The Summer Holiday Club for primary school children was held during the first week of the summer holidays at St. Anne's School. It had the theme "Backpackers," where the children followed the steps of Jesus towards the end of his earthly life, with the usual fun and games along the way,

The environment

In March the Church Council agreed to take the steps necessary to update our Eco-Church accreditation, seeing this as a small step in protecting God's creation. A small team got to work, distributing and collecting in forms to be completed by members of the congregation, making changes to cleaning materials, arranging for the re-cycling of kitchen waste, commissioning a survey of the church grounds by an ecologist, and buying the necessary materials and equipment. It was hoped to achieve the bronze award by the end of 2019, and in time, the silver and gold awards. Reports of these activities have appeared in the "Caversham Bridge" newspaper, and "Eco-tips" on reducing our carbon footprint have appeared in the church newsletter.

Data Protection. The church has a Privacy Officer, and a privacy notice is displayed in the church, in compliance with the General Data Protection Regulations.

Additional details of objectives and activities (Optional information)

Funds were raised for worthwhile causes in the UK and the wider world. This could only have been achieved with the joint efforts of so many of the church family.

During the year from September 2018 to August 2019 the amounts raised or donated to good causes via the Church include:-

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Action For Children:-	£ 1536
All We Can	£ 2053
Christian Aid:-	£ 455
Faith,(Readifood)	£ 136
Headway	£ 1502
Help for Heroes	£ 20
Leprosy Mission:-	£ 96
Methodist Overseas Mission:-	£ 2000
Methodist general Fund:-	£ 2000
Methodist Home Mission	£ 2000
Mission Aviation:-	£ 104
Pro-Patria	£ 1412
Racecourse Community School Zambia:-	£ 4870
Shelter	£ 476
Total:-	£18660

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E

Financial review

Brief statement of the charity's policy on reserves

Our Reserves Policy requires us to hold sufficient reserves to enable Church to continue to function for between 3 and 6 months. Total payments £89,000 of which £6,000 were donations from Church Funds. Six months reserves are £41,000. In addition, we are required to hold 2% of the value of the Church Buildings as a Property Reserve. The value of the Buildings is £2,600,000 of which 2% is £52,000. Our total reserves should then be £93,000. Funds available are £136,671.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Financial Report is submitted separately in the form of a Statement of Financial Activities as prescribed by the Methodist Church. The principal source of funding is the freewill offerings made by the congregation either in the offering plate or through standing orders to the Church. Fund raising occurs as and when the requirement exists e.g. an emergency of some description or through events in our normal calendar. These include an Autumn Fair, special Christmas and Easter services, concerts, BBQ's and collections organised through other agencies e.g. Christian Aid or for Methodist Connexion Funds.

Section F**Other optional information**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	<i>P. Boardley</i>	<i>P.H. BOARDLEY</i>
Full name(s)	<i>PETER HOWARD BOARDLEY</i>	
Position (eg Secretary, Chair, etc)	<i>TREASURER</i>	

Date

8 APRIL 2020

SIGNED BY P.H. BOARDLEY SINCE NO CHURCH COUNCIL HAS BEEN HELD TO GAIN FULL APPROVAL.

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

CAVERSHAM HEIGHTS METHODIST

Church

FOR THE YEAR ENDED

31 August 2019

BASINGSTOKE AND Reading	Circuit	Circuit no	26/4
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Registered Charity - Charity Registration number

1127822

**If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev Jenny S Dowding

Church Stewards:

Jan talbot	Margaret Ellison
Colin Hinks	Ian Pollard
Christine Pollard	Lesley Turner

Treasurer:

Peter Boardley

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered	60,003		60,003	70,801
a3	Bank and CFB interest and Investment income	521		521	292
a4	Lettings	29,137		29,137	26,284
a5	Other receipts	5,690	3,063	8,753	12,757
a6	TOTAL RECEIPTS	95,351	3,063	98,414 (a7)	110,134

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	58,645		58,645	54,941
b3	Donations	6,020		6,020	7,506
b4	Repairs and Maintenance	9,146		9,146	13,125
b5	Utilities (Insurances, water charges, heating & lighting)	8,282		8,282	8,206
b6	Admin & Departmental	3,841		3,841	5,037
b7	Other payments	3,372	4,234	7,606	12,307
b8	TOTAL PAYMENTS	89,306	4,234	93,540 (b9)	101,122

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	6,045	(1,171)	4,874
c2	Total funds brought forward from last year		127,982	815	128,797 (c6)
c3	Sub total	(c1+c2)	134,027	(356)	133,671
c4	Transfers and adjustments				(c7)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	134,027	(356)	133,671 (c8)
					128,797 (c6)

SECTION D			
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS			
d	(these amounts are not to be included in total receipts/payments figures)	£	£
d1	Balance brought forward from last year	5	11
d2	Offerings/Gifts - received for external organisations	8,253	4,397
d3	Offerings/Gifts - passed to external organisations	8,249	4,403
d4	BALANCE STILL TO BE PAID	9	5
	(d1+d2-d3)		

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2019 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

	INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	Network/Thursday Fellowship	40	655	(615)		615	
e2							
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	40	655	(615)		615 (e11)	(e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	98,414 (a7)	93,540 (b9)	4,874	(c7)	128,797 (c6)	133,671 (c8)
e10	TOTAL CASH FUNDS HELD BY CHURCH	98,454	94,195	4,259		129,412 (x)	133,671 (y)
	Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2019

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	100	100
f3	Bank Deposit Account	83,784	72,879
f4	Central Finance Board	44,888	60,667
f5	Trustees for Methodist Church Purposes		
f6	Other funds	25	25
f7	SUB TOTAL - Church accounts	128,797 (c6)	133,671 (c8)
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	615 (e11)	(e12)
f9	TOTAL CASH FUNDS HELD BY CHURCH	129,412 (x)	133,671 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2018	At 31 August 2019
g1	Investments (include Endowments)	
g2	Land & Buildings (see notes re Insurance value)	3,199,348
g3	Other Assets	3,301,732
g4	Loan(s) - show amount outstanding at year end	
g5	Other Liabilities	

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

DECLARATIONS

Treasurer

I confirm that I have prepared the accounts from the records of the Church and that they include all funds under the control of the Church Council

Signature of Treasurer

P Boardley

Date

8/10/19.

Name

Peter Boardley

Address

38 Rosehill Park, Emmer Green, Reading, RG4 8XE

Presentation to the *Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on
and were approved.

4/11/19.

Signature of the Chair of the meeting

M Beukes

Name of the Chair of the meeting

Martin Beukes

Date

4 November '19

Independent Examiner's Report to the Trustees of the

CAVERSHAM HEIGHTS METHODIST Church

This Report is on the Church Accounts for the year ended 31st August

2019

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

** Please delete the words in the brackets if they do not apply appropriate*

(3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

** Please circle as appropriate*

Name

ALVIN LAIRD

Signature



Relevant Professional qualification or body

FCCA

Address

29 CLOMMEL CLOSE, CAVERSHAM
READING RG4 4 5BF

Date

8/10/19

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** Please circle as appropriate*

Name

ALVIN LAIRD

Signature



Relevant Professional qualification or body

FCCA

Address

29 CLOMMEL CLOSE, CAVERSHAM
READING RG4 5BF

Date

8/10/19