



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 September 2018**

**Period start date**

**To 31 August 2019**

**Period end date**

**Charity name: Rugby and Daventry Methodist Circuit**

**Charity registration number:1132523**

### **Objectives**

To support the local Methodist Churches in their mission of:-

The teaching of Christianity through sermons, courses and small groups.

The resourcing of pastoral work including visiting the sick and bereaved.

Promotion of Christianity through services and interaction with the local community.

### **Activities**

Four ordained ministers have been appointed to oversee the teaching and pastoral work in the local churches and to guide the local churches in their service to their local community.

Grants have been awarded for specific projects for the benefit of the local communities where the churches have a particular calling and expertise.

Loans are also given for improvement to properties in the care of the churches.

The Trustees have regard to the guidance issued by the Charity Commission on public benefit

### **Achievements and Performance**

Grants have been awarded by the Circuit to local churches for work amongst people with dementia in Lutterworth, for the spiritual welfare of people in residential homes in Rugby, for work with Children and Young people in Rugby and Daventry.

Grants have also been awarded for the improvement of church premises to enable more community involvement and to enable Night Shelter for the homeless.

Much work is carried out in Newbold, Long Lawford and Brownsover where there is significant deprivation to support the communities and this is recognised by the local Council and the Police and Crime Commissioner by giving grants and providing volunteers to assist the work.

Work has been carried out in schools to provide a listening ear to students and staff.

Volunteers act as chaplains to both the local prison and Police.

The challenges for the coming year will be the closure of one of the churches and the reduction in the number of ordained ministers. These must be managed with sensitivity and care

## Financial Review

The Rugby and Daventry Methodist Circuit is financially viable.

The annual accounts are approved by the Circuit meeting, attached to the end of this report and reported separately to the Charity Commission.

Its Reserves Policy is as follows

<b>Reserves</b>	
Proportion of annual expenditure	110000.00
Loans	36103.98
Grant commitments	27000.00
Removals and Manse maintenance	8067.23
Expected contribution to DAF	2500.00
Support to 2019/20 budget	5000.00
Sub-total	188671.21
<b>Available for Mission</b>	<b>38375.31</b>

The proportion of annual expenditure includes £45000 income in advance, leaving £55000 which is slightly less than 25% of annual expenditure.

The principle source of funding is assessment on the local churches which is based on their size and ability to pay.

The funds of the circuit are held in a local bank, the Church Finance Board and with Trustees for Methodist Church purpose.

The main risk for the circuit is that churches will be unable to pay the assessment required to meet the budget. In these circumstances the Trustees will need to revise their budget.

## Structure, Governance and Management

Detailed governance arrangements are outlined within the Constitutional Practice and Discipline of the Methodist Church by order of the annual conference (CPD).

Trustees are informed of relevant training provided by the Methodist Church and others.

Where appropriate Safeguarding training is given.

Health and Safety and GDPR procedures are followed

## Names of the charity trustees who manage the charity

### RUGBY & DAVENTRY METHODIST CIRCUIT CIRCUIT MEETING MEMBERSHIP 2018/2019

Superintendent Minister	Revd. Andy Hardwick
Minister	Revd. Jane Gaffney Deacon Georgina Brooks Rev'd Charity Madenyika Rev'd Diane Bussey. Revd Margaret Hadfield Revd. Christine Dybdahl Revd David Collinson Revd Ian Rennie Deacon Mary Neal Revd Robert Anning
Circuit Stewards	Mrs Rosemary Mason Mr Andrew Downey Mrs Karen Miles Mrs Kathy Brooks (Circuit Finance)
Circuit Meeting Secretary	tba
Local Preachers' Meeting Secretary Representatives	Mrs Dorn Margetts Miss Gillian Glenn Mrs Marilyne Pratt.
Outreach/ Ministries 1 Representative Public Issues Secretary Action for Children Co-ordinator MHA Treasurer	Miss Sarah Currie Mrs Joy Coling Mrs Judith Brierley Mrs Carol Wells
Property Secretary	Mr Jeff Wells
Circuit Manses Property Secretary	Mr Peter Greenaway
Connexional Funds Treasurer (General Property Fund & Fund for Support of Presbyters and Deacons)	Mrs Kathy Brooks
Safeguarding	Mrs Jane Lewis
Circuit Archivist	Mrs Joyce Latham
All the above trustees are appointed annually by the Circuit Meeting or by the Methodist Conference	

## Church Representatives to Circuit Meeting September 2019

From churches with up to 30 members: 1 Church Steward, Church Treasurer, and 1 representative elected by the Church Council

From churches with over 30 members: 1 Church Steward, Church Treasurer, and 2 representatives for up to 50 members  
plus 1 additional representative for each additional 50 members (or part thereof) with a maximum of 8 elected representatives

**For 2019/20 the Circuit Meeting members from churches are:**

Church	Steward	Treasurer	Representatives
<b>Bilton</b>	Phillip Broadbent	Mr Derek Lill	Miss G Glenn
<b>Broadwell</b>	Mr PJ Toole	Mr G Slater	Mrs G Caunter (Sub Mrs F Slater)
<b>Christchurch LEP</b>			Mrs C Foster
<b>Daventry</b>	Mrs Brenda Collinson	Mr N. Grimwood	Mr D Brierley Mrs M Geldart Mr G Potts Mr L Puleston (Sub Mr K Hiscock)
<b>Dunchurch</b>	Mrs G McShane	Mrs K. Brooks	
<b>Grandborough</b>	Mrs J Coling	Mrs M Webster	Mrs E Pettifer
<b>Long Lawford</b>	Mrs B Walker	Mrs B Walker	Mr S Bussey
<b>Lutterworth</b>	Mrs H Gant	Dr T Gant	Mr R Parker Vacancy
<b>Newbold</b>		Mrs S Payne	Miss L Catling – co-opted
<b>Paddox</b>	Mrs Jane Lewis	Mr A Lewis	Mrs R Mason Mrs C Williams Vacancy
<b>Rugby Methodist Church Centre</b>	Mr R Harris	Mr S Sore	Dr C Bemrose Mr M Margetts Mrs R Bemrose Mrs M Sitch
<b>Wesley Road @Duffy Place</b>	Miss MC Herrington	Mrs C Wells	Miss J Sales

Names in brackets are substitute members

The Trustees names above are appointed annual by their churches

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

<b>Rugby and Daventry</b>	<b>Circuit</b>
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**FOR THE YEAR ENDED  
31 AUGUST 2019**

<b>Northampton</b>	<b>District</b>	<b>Circuit no</b>	<b>23/14</b>
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**Registered Charity - Charity Registration number**

1132523

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 )

**Ministers:**

Rev A Hardwick
Rev J Gaffney
Rev C Madenyika
Deacon G Brooks

**Circuit Stewards:**

Mrs R Mason
Mr A Downey
Mrs K Brooks
Mrs K Miles

**Treasurer:**

Mrs K Brooks
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SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
a1	<b>RECEIPTS</b>					
a2	Assessment/Share	231,230			231,230	215,388
a3	Capital receipts					
a4	Bank and CFB interest and Investment income	628	895		1,524	943
a5	Grants					
a6	Other receipts	15,806			15,806	100
a7	<b>TOTAL RECEIPTS</b>	<b>247,664</b>	<b>895</b>		<b>248,559 (a8)</b>	<b>216,430</b>

SECTION B		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
b1	<b>PAYMENTS</b>					
b2	Stipends, salaries, NIC, Pension and travel costs	148,333			148,333	143,164
b3	Manse Costs	44,791			44,791	13,857
b4	Administration etc	4,107	211		4,318	4,141
b5	District Assessment	46,366			46,366	44,018
b6	Grants & donations	14,800	3,785		18,585	19,830
b7						5,530
b8	Other payments	1,147			1,147	2,672
b9	<b>TOTAL PAYMENTS</b>	<b>259,544</b>	<b>3,996</b>		<b>263,541 (b9)</b>	<b>233,212</b>

SECTION C		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a7-b9)</b>	<b>(11,880)</b>	<b>(3,101)</b>	<b>(14,981)</b>	<b>(16,782)</b>
c2	Total funds brought forward from last year	136,229	105,701		241,930 (c6)	258,712
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>124,349</b>	<b>102,600</b>	<b>226,948</b>	<b>241,930</b>
c4	Transfers and adjustments	10,000	(9,982)		18 (c7)	
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>134,349</b>	<b>92,618</b>	<b>226,967 (c8)</b>	<b>241,930 (c6)</b>

SECTION D		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
d	<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>					
	<b>(these amounts should not be included in total receipts/payments above)</b>					
d1	Balance brought forward from last year				(110)	
d2	Offerings/Gifts - received for external organisations				12,770	5,773
d3	Offerings/Gifts - passed to external organisations				12,660	5,883
d4	<b>BALANCE STILL TO BE PAID (d1 + d2 - d3)</b>				<b>(0)</b>	<b>(110)</b>

**SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATION REPORTING TO THE CIRCUIT MEETING****SECTION E** Please follow the Guidance Notes to complete this page

Summary of the Circuit accounts for the year ended 31 August 2019 and Internal Organisations reporting to the Circuit 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 receipts and payments totals of the Circuit. If gross income exceeds the Accruals threshold of £250,000, 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 Circuit and connected Circuit Organisations.

INTERNAL ORGANISATIONS		Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	The Chapel, Newbold	38,124	19,404	18,720		14,397	33,117
e2							
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	38,124	19,404	18,720		14,397 (e11)	33,117 (e12)
e9	Circuit accounts (totals brought forward from page 2 - totals column)	248,366 (a8)	263,329 (b9)	(14,963)	(c7)	241,930 (c6)	226,967 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>286,490</b>	<b>282,733</b>	<b>3,757</b>		<b>256,327 (x)</b>	<b>260,084 (y)</b>
Continue on a separate sheet if necessary and bring the totals forward		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

**SECTION F****STATEMENT OF ASSETS AND LIABILITIES****CIRCUIT - CASH FUNDS HELD at 31 August 2019**

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	13,456	15,784
f3	Bank Deposit Account		
f4	Central Finance Board	122,663	118,565
f5	Trustees for Methodist Church Purposes	105,701	92,618
f6	Other funds	110	0
f7	<b>SUB TOTAL</b>	<b>241,930 (c6)</b>	<b>226,967 (c8)</b>
f8	Total funds held by Internal Organisations (the closing balance totals above) (e12)	14,397 (e11)	33,117 (e12)
f9	<b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>256,327 (x)</b>	<b>260,084 (y)</b>

**SECTION G****OTHER ASSETS and LIABILITIES**

		At 1 September 2018	At 31 August 2019
g1	Investments (include Endowments)		
g2	Land and Buildings (see notes re Insurance value)	1,498,978	1,553,596
g3	Other Assets (Loan)	1,000	
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 CFB Funds held at Trustees for Methodist Church Purposes

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



# DECLARATIONS

## Treasurer

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

Signature of Treasurer

K.E. Brooks

Date

18/9/19

Name

Mrs Kathleen Brooks

Address

15 Polar Star Close, Daventry, NN11 9BU

## Presentation to the \*Circuit Meeting for approval.

I confirm that the Accounts have been presented to the Circuit Meeting on

18-9-19

and were approved.

Signature of the Chair of the meeting

A. Howick

Name of the Chair of the meeting

Andrew Howick

Date

18-9-19

## Independent Examiner's Report to the Trustees of the

Rugby And Daventry

Circuit

This Report is on the Circuit Accounts for the year ended 31<sup>st</sup> 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 audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and the 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

Mr STANLEY RAYMOND BIRD

Signature

S R Bird

Relevant Professional qualification or body

B.Sc., M.Sc.

Address

94 TENNYSON AVE  
RUGBY CV22 6TF

Date

10 Oct 2019

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

<b>Rugby and Daventry</b>	<b>Circuit</b>
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**FOR THE YEAR ENDED  
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Date

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Name of the Chair of the meeting

Andrew Howick

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(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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*\* Please circle as appropriate*

Name

Mr STANLEY RAYMOND BIRD

Signature

S R Bird

Relevant Professional qualification or body

B.Sc., M.Sc.

Address

94 TENNYSON AVE  
RUGBY CV22 6TF

Date

10 Oct 2019