

THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS

TRINITY METHODIST CHURCH

Church

FOR THE YEAR ENDED

31 August 2016

LOWESTOFT AND EAST SUFFOLK METHODIST CIRCUIT	Circuit	Circuit no	14   7
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Registered Charity - Charity Registration number

1130417

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. CHRISTINE KENNEL

Church Stewards:

CHARLES REYNOLDS

GILL WINTLE

SALLY REYNOLDS

JULIAN ROGERS

CAROL SECRET

ANS BATES

JUNE HARMER

PAT WALL

VAL WOODS

Treasurer:

VAL HOWLETT

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
<b>RECEIPTS</b>					
Offerings and Tax recovered		32 855		32 855	29 326
Bank and CFB interest and Investment income		9	115	124	123
Lettings		16 350		16 350	14 973
Other receipts		6 075	16 049	22 124	49 205
<b>TOTAL RECEIPTS</b>		<b>55 289</b>	<b>16 164</b>	<b>71 453 (a7)</b>	<b>93 627</b>

<b>SECTION B</b>					
<b>PAYMENTS</b>					
Circuit Assessment or Share		33 736		33 736	31 954
Donations		500	250	750	755
Repairs and Maintenance		5034	31254	36 288	9941
Utilities (Insurances, water charges, heating & lighting)		5856		5856	6174
		642		642	675
Other payments		2 385	12 302	14 687	3795
<b>TOTAL PAYMENTS</b>		<b>48 153</b>	<b>43 806</b>	<b>91 959 (b9)</b>	<b>53 294</b>

<b>SECTION C</b>					
<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>		(a6-b8)			
		7136	(27 642)	(20 506)	40 333
Total funds brought forward from last year		40 038	48 628	88 666 (c6)	48 333
<b>Sub total</b>	(c1+c2)	47 174	20 986	68 160	88 666
Transfers and adjustments		7355	(7355)		(c7)
<b>TOTAL FUNDS AT END OF YEAR</b>	(c3+c4)	<b>54 529</b>	<b>13 631</b>	<b>68 160 (c8)</b>	<b>38 666 (c6)</b>

<b>SECTION D</b>			
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>			
(these amounts are not to be included in total receipts/payments figures above)		£	£
Balance brought forward from last year		—	—
Offerings/Gifts - received for external organisations		1378	1531
Offerings/Gifts - passed to external organisations		1378	1531
<b>BALANCE STILL TO BE PAID</b>	(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 2016 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
PLATGROUP	48967	42792	6175		57061	63236
COMMUNITY CAFE	5117	4981	136		1294	1430
PHOENIX GROUP	204	231	(27)		207	180
Sub total of Internal Organisations funds	54288	48004	6284		58562 (e11)	64846 (e12)
Church accounts (totals brought forward from page 2 - totals column)	71453 (a7)	91959 (b9)	(20506)	(c7)	88666 (c6)	68160 (c8)
TOTAL CASH FUNDS HELD BY CHURCH	125741	139963	(14222)		147228 (x)	133006 (y)
TOTAL RECEIPTS		TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

## SECTION F

## STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2016	OPENING BALANCES	CLOSING BALANCES
Cash in hand		
Bank Current Account	48716	20685
Bank Deposit Account	19770	27238
Central Finance Board		
Trustees for Methodist Church Purposes	19171	19286
Other funds	1009	951
SUB TOTAL - Church accounts	88666 (c6)	68160 (c8)
Total funds held by Internal Organisations (the closing balance total from above) (e12)	58562 (e11)	64846 (e12)
TOTAL CASH FUNDS HELD BY CHURCH	147228 (x)	133006 (y)

## SECTION G

## OTHER ASSETS and LIABILITIES

	At 1 September 2015	At 31 August 2016
Investments (include Endowments)	—	—
Land & Buildings (see notes re Insurance value)	1784470	1802299
Other Assets	79672	80473
Loan(s) - show amount outstanding at year end		
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

*Val Howlett*

Date

20.10.16

Name

VAL HOWLETT

Address

11 STODALS WALK  
LOWESTOFT NR33 9HG

### Presentation to the \*Church Council for approval.

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

20/10/16

Signature of the Chair of the meeting

*C.E Kennell*

Name of the Chair of the meeting

C.E. KENNEL

Date

20.10.16

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

TRINITY 707400157

Church

This Report is on the Church Accounts for the year ended 31<sup>st</sup> August

2016

### 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

STEWART BLIGH

Signature

SR

Relevant Professional qualification or body

FCCA

Address

TEBBS SON GILES & CO LTD  
18 GURDON ROAD  
LOWESTOFT  
SUFFOLK NR32 1NL

Date

1-11-16

**Minutes of a Meeting of Trinity Church Council**  
**Held on Thursday 20th October 2016**

The meeting started in prayer

**Present** Carol Secret, Ian Prettyman, Val Prettyman, Trevor Daniels, Yvonne Daniels, Paul Gee, Olive Jenner, Margaret Oldham, Ans Bates, Jenny Watson, Pat Wall, Gill Wintle, Jeanette Soanes, Mary Read, Val Howlett, Danny Howlett, June Harmer, Charles Reynolds, Sally Reynolds, Katy Butcher, Rev Christine Kennell, Andrea Pullum.

**Apologies** were received from Val Woods, Alan Stevens and Doreen Smith

**Membership of Meeting**

A list of Church Council Members was read out.

Katie Butcher, Charities secretary was welcomed to the meeting.

**Minutes/Matters Arising**

Notice of any AOB - Danny has one if it doesn't arise during the meeting.

Correspondence - none at the moment.

Minutes - Katy Butcher and Jessie Adams names had been spelt wrong.

**Matters Arising**

The new pew bibles, Christine suggested a three months trial period using the NRSV bibles then to gather opinions as to their use. The possibility could then be of buying more of them. June Harmer wondered if preachers should be asked whether they had any preference. Christine said that they should be informed that we are trialling it for a three month period and that the readings should come from the NRSV. Danny suggested that it be put on the Plan for the months Jan - March. Margaret suggested that the other bibles be removed whilst the experiment is carried out as it is confusing for some people who are not used to the Church to find so many different books in the pews. It was agreed to try the experiment for three months.

**Reports**

From General Church meeting - stewards are voted in and also church representatives to sit on the Church Council. Re-elected as stewards were Julian Rogers, June Harmer, Val Howlett, Ans Bates, Charles & Sally Reynolds, Carol Secret, Pat Wall and Gill Wintle. Janet Ramsden and Rosemary Roberts were also nominated as Church Stewards and they too were voted in. Janet and Rosemary by right can now have a seat on Church Council. No change to representatives on Church Council and these are Barbara Bowler, Ian Prettyman, Mary Read, Jeanette Soanes, Heather Cave, Danny Howlett, Olive Jenner, Jane Spall and Alan Stevens. Their appointments were confirmed. It was accepted that Katy Butcher as Charities secretary should be a member of Church Council.

Senior Steward report - our stewards are a fantastic team doing far more than is normal for a stewards team to do. The job of stewards along with the Minister is to oversee the life and spiritual welfare of the Church. On the subject of Church groups, June said that the Phoenix group is not doing very well the moment and is going to close for three months at the end of the year, the membership being very low, not always reaching double figures.

Annual membership returns - last year the return showed 82 members, previous year 85. In the course of the year three members have died, Babs, Stella and Marian, thirteen have been welcomed in to new membership which takes us up to 92. There are people on the list who do not participate in Church life for many different reasons. We as a Church have a membership list but also a friendship list which is growing all the time with people who attend various activities but do not attend in worship. The assessment for each Church is worked out in part by the size of the membership list that we return each year. There could be at least fourteen people who could be put on a friendship list. Our average congregation is about 60 compared to about 92 members which is quite a difference. Charles said that either we accept the statistical 92 or he recommends a review but who would actually take charge of it. Margaret suggested a note with the

membership card asking if they still wanted their Church membership to continue. Christine suggested that the Pastoral group take a look at the issues concerned. But for this year Christine will return 92 members.

## **Finance**

Val presented her End of Year Accounts which will go into the auditors. As of this morning current account shows £22,338.88 which includes £12,679.56 ring fenced monies, the business reserve £27,241.12 and the building account £919.75. Another assessment is due on 18th November of £8,434. The work on the flat roof over the playgroup starts next week. The playgroup continues to be in a good position financially. Thanks to Val for all her hard work. Christine signed off the accounts.

## **Community Cafe**

Jenny presented a summary statement of accounts for the cafe for period 1.9.2015 - 31.8.2016. Total income from the cafe was £5117.06 of which £3000 was donated to Trinity. A sum of £1430.28 is carried forward to the new year, six new tables have been bought as well.

The different charities that Trinity have supported over the year, the total coming to £1378.15, are Leprosy Mission, Action for Children, All We Can, Tear Fund, NHA, Bliss, Shopmobility, Easter offering and Christian Aid. This is what the Charities Secretary, Katy Butcher, looks after.

## **Property**

The Church is required to submit an annual report on the state of the property, re safeguarding, details of finance with reference to property aspects, general administration and the most interesting one being about our carbon footprint - taking up to date readings of gas and electric, measuring that against the sq footage of the Church as a whole to give some idea whether our spend on gas and electric is out of the way compared to the size of the building. Part of it is to do with the Quinquennial inspection of 2013 and are there any outstanding matters that need to be dealt with in the next twelve months, the answer being none.

Matters arising from the last meeting - there are new front doors, the issue of the lock is being looked at, line markings on the driveway have been put down and there are two designated disabled parking spaces, the small roof at the back of the Church is due to be completed next week whilst Playgroup is on half term, quotes are out for a dropped kerb on the hammerhead and putting bollards into the paving area which when received will go to Property to look at a later stage. A letter has been sent to the Doctors about their position on repair of their part of the driveway but no reply has been received. The letter was threefold, 1 - to do with the extra line, 2 - to advise them that at some stage work will be carried out on the hammerhead, 3 - to notify them that for Health and Safety reasons the driveway will be blocked off to protect the workers.

Property and Finance would like to replace the windows at the front of the lounge. They are the only windows in the Church that are not double glazed. The thinking is to replace in three parts, being the whole piece at the top, the pane at the bottom being replaced with two panes and the line of crosses running across the join. The subject of cobwebs in the Church which was brought up at the General Church meeting could be dealt with when the panes of glass are replaced. Permission is being asked from the meeting for the go ahead to get it done when the Property committee is ready. The quotation for the work is about £6,000.

Proposed by Charles and seconded by Danny. Carried.

## **Playgroup**

Staffing changes - we have lost the manager of Playgroup, who has taken up a full time role running a charity cafe in Southwold, which has created a new opportunity for Lisa Farrow who was deputy manager to become the new manager. Playgroup numbers are healthy which is good given the staffing issues and at the moment Playgroup is working very well. Church council need to affirm the appointments made through the committee with Haley becoming Deputy Manager. Hayley needs to have a period of settling in and her position will be reviewed after a period of time.

The appointments were confirmed.

A letter to be sent to Lisa Patching on behalf of Church Council wishing her well in her new appointment.

## **Safeguarding**

The Safeguarding Policy has to be reviewed every October. The Safeguarding group does all the hard work of the review and then makes recommendations to Church Council. They have found that the policy set up last year does not require any changes. It was decided though to add an appendix dealing with young people and photography especially as we now have the responsibility with the Singing Futures group. Carol explained that they had a visit from Linda Morgan who is the District Safeguarding Officer. She spoke about photography and the internet both of which are of great concern to them. Since speaking to her, Carol has looked at the District internet site at their photography statement and adapted it slightly for Trinity. The appendix reads - Photography of children and young people at all Church events where it is desired to photograph children or young people taking part in any event organised by or through the Methodist Church a consent form signed by their parent or appropriate carer is required for every child and young person under the age of sixteen who may be photographed. There is a model consent form as well. It was considered that for a group such as Singing Futures this should be asked for annually. The understanding is that with a children's group such as playgroup and Singing Futures that is acceptable. We get them to sign that if we take photographs of the children then we can use those on our website or for publicity purposes. Any photographs that the parents request for themselves, they are asked not to post on social media because of the privacy of anybody else that might appear in the photograph. Also no child should be named on the photograph. Charles spoke that at one-off events like the Christingle service there could be no photography because of the children present whose parents had not consented and that the appendix should be amended to cover those events. It was decided that more work was needed on the appendix and brought back to Church Council at the next meeting.

The Creating Safer Space training used to be every five years but Conference has decided that from 2017 it will be every four years.

## **Other reports**

Val reported that as we now show films, we need another licence costing £50 which has already been paid. We can't charge for that but we can provide a basket and ask for donations.

Margaret reported that the cafe can now provide people who use the foodbank with free bus tickets to enable them to get home with their food or to places such as JPH.

Singing Futures - different concerts have been performed and over the last year grants have been obtained and with money raised through the concerts, head mikes have been purchased with money from charities, council donations, collections at the end of concerts and Asda token scheme as well. They now have a full set of twelve head mikes at a cost of approx £5,500. Membership numbers are slightly down at the moment, there was the Library Exhibition to try and boost numbers but so far no new forthcoming members.

## **Connexional/District/Circuit Matters**

Stationing is a process of trying to appoint a Superintendent and another Presbyterian for September 2017. Danny and Mary are both involved as Circuit stewards. Danny reported that they had two meetings, one on Tuesday and the other yesterday. One was to make a short list of Superintendents, they are sent many profiles which they go through and pick five possibles off the list. Over 100 profiles had been read. On Tuesday they reached a short list for Superintendent and yesterday reached a short list of five for the Presbyterian. This morning they had a meeting with Julian Pursehouse, Chairman, to discuss the appointments. Danny is fairly confident we will get a Superintendent but is not sure about whether we will be appointing a Minister. Across the Connexional there are 150 vacancies for which there are 100 ministers. On Thursday 3rd November, Mary will be given two names, one for the Superintendent and one for the Minister who have been matched during the process. Then on Friday 4th Mary has been designated to ring each of these Ministers, talk to them about the positions and arrange for each of them to come down and visit which will be on separate occasions. If the Ministers do not accept the positions then the whole process begins again. If we get a Superintendent but no Presbyterian it brings up the problem that we have been surviving for several years on the good and generous work of Ministers like David, Robert, Pam Bayliss and Val Burgess who basically are doing the work of a Minister in charge of a Church but without getting paid. We are not going to be able to continue indefinitely with this situation. If no Minister is appointed then the Circuit will have to look at how it is to be able to manage Ministry within the Circuit for the following year.



At last Circuit meeting Mark Duffield (a member from Beccles) who has done similar work with Gorleston or Great Yarmouth and was the Manager of Change at Great Yarmouth, put to the Circuit meeting that ideally where there is, for instance, a Circuit of fifteen churches and at some membership is very low and there is not enough money to pay for a Minister to cover all those Churches, he wanted the Churches to begin to discuss what it would be like if we looked at our Circuit and streamlining it, such as becoming a Circuit of six Churches but of course nobody is going to volunteer to be one of the Churches being closed. At the end of the day nobody can close a Church other than the Church Council members.

Discipleship - At Circuit meeting Rev Margaret Millar has been trying really hard to get Churches to think about what we are about as a Church and how might we look at growing. She has asked the Churches to consider 'What are you doing to make new disciples' and to give three little answers. How might we answer that question. Its a big subject and probably needs a separate meeting to discuss it. Mary put forward that discipleship can occur in so many different ways.

#### Future Planning

6th November - Remembrance Service

26th November 10 - 1 Christmas fundraiser

Christingle

Midnight Service

No Christmas morning service although there will be one at Corton

Ans volunteered to take up to 4 adults if anyone wanted a lift on Christmas morning

The number of baptisms was left out of the annual return discussion but six children had been baptised in the last year.

General Church Meeting perhaps next year try it in a different way, not after worship.

#### **AOB**

Working party on November 19th

Dates of future Council meetings

February 9th 2017 at 7.30

June 15th 2017 at 7.30

The meeting finished with Glory to God