

# **Minutes of Trinity Church Council**

## **Held on Thursday October 19th 2017**

### **Present:-**

Sally Reynolds, Charles Reynolds, Trevor Daniels, Alan Stevens, Ian Prettyman, Jenny Watson, Pat Wall, Olive Jenner, Jeanette Soanes, Carol Secret, Danny Howlett, Val Howlett, Andrea Pullum, Rev Christine Kennell.

### **Apologies:-**

June Harmer, Rosie Roberts, Katy Butcher, Margaret Oldham, Joan Porter.

### **Minutes/Matters arising**

Minutes were signed.

The Property members should have included Val Prettyman and Paul Gee.

Pew bibles - the general feeling about the new pew bibles is that they are popular but not enough of them. Twenty were bought with Marian's bequest, Christine and Val will discuss about purchasing some more. The Good News bibles will be taken out of the pews and offered to any of the congregation who want them.

Barnabas - Jeanette presented a financial record of the production and read out a letter from Roger. The remaining money of £68.47 to be paid to Trinity.

Rev Jo had spoken to Christine about the service on 3rd September and what a wonderful experience it was to take a service at Trinity.

### **Overview of Church Life**

At the stewards meeting they try to have an overview of what is happening in the Church. Blessings are that Trinity is growing and thriving, with children and families providing the challenge. Our Ministry is busy with all the events that take place during the week with lots of wonderful opportunities for people to feel welcome and our challenge is to go back to the heart of what we are doing and why. Our typical congregation at the moment is not a traditional Methodist one with guests from Harleston House and our children. Christine is finding preparing services which are inclusive for all of these groups also a challenge at the moment.

### **Priorities for the Year ahead**

Children's work - there was a long discussion on how we might develop the work with children. The meeting held at the end of August had invited people to share ideas and to become part of a team of helpers. From this we have had eight offers from people who would be willing to go on a rota but it is not clarified yet what we want them to do. Loddon Resource Centre have a good selection of material and Christine has borrowed books, cd's and 3 sets of Godly Play. Open the Book is a scheme which goes into a number of schools. At Corton a Church team from Hopton goes in and in South Lowestoft there are people that go into the Red Oak School to run it. Diane Smith, a Methodist minister at Felixstowe, had at Synod a big display of Godly Play materials and has furnished a complete Godly Play room in one of their Churches. Someone from the Norwich Diocese and the District Mission enabler, Yasmin Finch, are going to find time to come across. An offer has been made from Bob Groome to encourage older children perhaps in an evening with livelier worship. Jeanette spoke about the musical Jerusalem Joy (another Roger Jones musical) which is an Easter one and does involve children. Charles is concerned that we simply do not have the energy or resources to try and attract more young people. Christine's concern is not necessarily attracting more children but enabling those children

we do have coming to something substantial. At the moment they come to a table full of activities but with no one to guide them. Perhaps it would be a good idea to nominate one Sunday a month to do something special.

Membership - last year we returned a number of 90 members. Since then Ken has died and Thelma will probably have her membership transferred. It is possible we could drop 10 -11 but equally last year we had 13 new members come in. The challenge for Christine is what can we offer the new members to deepen their understanding in their spiritual life.

Worship - The thought was that we have very diverse services even though some of them are not to everybody's taste.

Other - For all our diversity at Trinity, Christine thought that perhaps we should find a way to become more connected to the World Church, maybe through a specific project perhaps through sponsoring a child or some children. Jo Jacob sponsors children at Rukungiri Orphan Partnership in Uganda, sponsoring a teacher. People at Church had been very supportive of Operation Street Child whose main aim is to get children into education. The Church in Norwich had been given a substantial sum of money, the bulk of it is to get children into education. Kerry's church in Norwich supports two schools in Sierra Leone. There are no administrative costs and the money they raise goes direct to the schools. The sort of project that we as a Church might commit ourselves to. Charles was worried that Trinity does not generate enough money to cover its costs so that we would have to be careful that it didn't impact on that. Christine would like Trinity to build a relationship with a project somewhere.

There was a District scheme with Latvia which Jeanette and others from District went out to and physically helped with building. Beccles for many years had a connection with a school and a community in Kenya and had done exchanges with that community. The opinion seemed to be to explore it further and do some research on the subject. Danny wondered if the Methodist Church ran such schemes. Christine said that the Church runs a scheme of Mission Partners Overseas who feel called to work in communities overseas.

### **Methodist Conference/Circuit Meeting**

A business digest is sent out after Conference. One of the items brought up was the discussion of the relationship between the Methodist Church and the Church of England as in recent years there has been a set of proposals which would make the ministries of the Methodist and Anglican churches interchangeable. There are endless problems to be discussed, the structures of the two churches would be the same, the Methodists would have to accept some idea of bishops etc.

Circuit meeting was fairly quiet as it was Peter's first meeting. It was agreed at that meeting that Christine could stay until 2020.

Following the General Church Meeting, Church Council confirmed the appointment of the stewards team, Julian, Sally, Charles, Val Woods, June, Janet Ramsden, Rosie, Ans, Pat, Gill Wintle, Carol and Edna Earle as well as the appointment of Chloe Guy as a trainee steward. The meeting also confirmed the appointments of pf congregational representatives to the Church Council: Mary, Danny, Heather, Jeanette, Olive, Joan Porter, Barbara Bowler, Jane Spall, Ian Prettyman and Alan.

## **Playgroup**

Most important happening in Playgroups was the introduction in September of guarantee of 30 hours of free childcare for certain three year olds and over depending on household income. The problem is the same every year with numbers dropping in September and then gradually building up through the year although the numbers for September this year are quite healthy. Lisa, the manager of Playgroup, has recently graduated with her Masters in Childcare. An Ofsted inspection was held last week, the report of which cannot be confirmed until after the next two weeks.

## **Pastoral**

Sally reported that there are six visitors, with Val Prettyman and Doreen unable to do visiting at the moment. Currently there are ten people regularly receiving visits, phone calls or contact by the post. It was hoped to launch a hospital visitors scheme but it hasn't been possible so far. We must remember that although the pastoral visitors have their own visits we all have a duty of pastoral care to each other. Pat was appointed as a pastoral visitor.

## **Annual Safeguarding Review**

Carol reported that on looking at our Safeguarding policy there didn't seem to be a reason for changing it but we do need to display it. A signed copy will be placed on the board and one put in every room. Our photography policy was dealt with in February, it was felt that it could stand at the moment. The annual review was accepted by the members. The date of the next review is October 2018. The proposal was accepted. All DBS checks are up to date.

## **Churches Together in Lowestoft**

The attendance at the October AGM was very poor and Churches Together in Lowestoft does not seem to have much of an impact - there are certain things that we do together during the year such as the annual Good Friday walk and the service at the URC which is well attended, the Women's World Day of Prayer. It was stated at the AGM that the Salvation Army has been working on a project with the Community Church which is called FISH. This provides a hot meal once a week during the holidays for families who want to go with activities for children as well. Robert, Jeanette and Ian are our representatives on the Churches Together committee and do a lot of hard work during the course of the year.

## **Any other reports**

Alan spoke about the Food Bank that just after Christmas they were doing 2-3 boxes on a Monday but recently demand had increased to 6-7. The demand had also changed to family boxes. The increase in demand has a lot to do with the Universal Credit that has come into force. Lisa from Playgroup and Charles had a meeting with Lowestoft MP Peter Aldous to discuss the impact of the 30 hours issue and found him to be very responsive and Charles just wondered if on the issue of the food bank as a Church we should write to Peter to say that we have a concern about the impact of Universal Credit. Charles and Alan will work together to produce a letter to Peter Aldous.

## **Finance**

Val presented the accounts for Trinity Methodist Church for the year ending 31.08.2017 and explained the figures to make it clear for people. Val suggested that as the finances seemed fairly healthy we should donate an extra £1,000 to Circuit Funds Proposed by Val, seconded by Charles. Ian, on behalf of everyone, congratulated Val on all the hard work looking after the finances and preparing the accounts. Christine signed off the accounts. The Benevolent fund has £689.88 which we are not supposed to allow to build

up and should be used for the purpose in which it is given. One year a contribution was given to St John's Housing which could be repeated or what had been said earlier about Universal Credit to wait and see how it pans out. Christine authorises any payment out of the fund. It was suggested that the fund could provide food for the Food Bank should the need arise.

### **Property**

The front window is to be replaced and diagrams were sent round for the members to inspect whilst Charles spoke about other issues. Compliance - submissions to do with the general upkeep of the Church which comes as two forms, one is a check list which has been completed and deals with the fabric of the Church. One question being 'Have we carried out an environmental audit', the answer to that being No. The other form asks questions about things like carbon footprint or any work being done locally that would affect the Church. The Church Council was asked to approve these two documents which they did. Generally there has been no big expenses this year, keeping the property in a reasonable condition. The burglary was unexpected and to those involved an unpleasant situation to deal with.

The upper window in the lounge is damaged and needs to be replaced. Quotes have been obtained. There are two different plans. To replace like for like with double glazing involves a big weight increase and it needs a company that can handle it. To replace as is inc VAT, the cost is £10,790. To replace with six panels the cost inc VAT would be £7,773. The insurance company have said that what ever we do they would contribute towards the cost of whatever the project is the equivalent cost of replacing a single glazed pane of glass in the upper section. We have had one quote in of £2,200 but need another quote. Charles proposed to replace the three windows as is double glazed seconded by Val. In favour 11, against 2 and one abstention.

### **Future Planning**

Dates already decided

**AOB** Sally said how pleased she was that Christine was staying on.

Date of next meeting Thursday 8th February 2018 at 7.30

The meeting finished with The Grace.

THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS

TRINITY METHODIST

Church

FOR THE YEAR ENDED

31 August 2017

LOW. - EAST SAK METHODIST

Circuit

Circuit no

14/7

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:

JULIAN ROGERS

CAROL SECRET

JUNE HARMER

GILLIAN WINTLE

CHARLES REYNOLDS

JANET RAMSDEN

SALLY REYNOLDS

ROSIE ROBERTS

PAT WALL

VAL WOODS

ANNS BATES

Treasurer:

MRS VALERIE HOWETT

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	<b>RECEIPTS</b>				
a2	Offerings and Tax recovered	27132		27132	32855
a3	Bank and CFB interest and Investment income	131		131	124
a4	Lettings	15777		15777	16350
a5	Other receipts	5271	5993	11264	22124
a6	<b>TOTAL RECEIPTS</b>	<b>48311</b>	<b>5993</b>	<b>54304 (a7)</b>	<b>71453</b>

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	33864		33864	33736
b3	Donations				750
b4	Repairs and Maintenance	3293	11954	15247	36288
b5	Utilities (Insurances, water charges, heating & lighting)	4949		4949	5856
b6	TELEPHONE	945		945	642
b7	Other payments	5614		5614	14687
b8	<b>TOTAL PAYMENTS</b>	<b>48665</b>	<b>11954</b>	<b>60619 (b9)</b>	<b>41959</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>(354)</b>	<b>(5961)</b>	<b>(6315)</b>
c2	Total funds brought forward from last year		54529	13631	68160 (c6)
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>54175</b>	<b>7670</b>	<b>61845</b>
c4	Transfers and adjustments				(c7)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>54175</b>	<b>7670</b>	<b>61845 (c8)</b>

SECTION D			
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>			
d	(these amounts are not to be included in total receipts/payments figures above)	£	£
d1	Balance brought forward from last year	—	—
d2	Offerings/Gifts - received for external organisations	2687	1378
d3	Offerings/Gifts - passed to external organisations	2687	1378
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>	<b>—</b>

**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 2017 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 PLATGROUP	65638	65902	(264)		63236	62972
e2						
e3 COMMUNITY CAFE	5727	5453	274		1430	1704
e4						
e5 PHOENIX GROUP		180	(180)		180	—
e6						
e7						
e8 Sub total of Internal Organisations funds	71265	71535	(170)		64846 (e11)	64676 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	54304 (a7)	60619 (b9)	(6315)	(c7)	68160 (c8)	61845 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	125669	132154	(6485)		133006 (x)	126521 (y)
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****CHURCH - CASH FUNDS HELD at 31 August 2017**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	20685	12427
f3 Bank Deposit Account	27238	28227
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes	19286	19372
f6 Other funds	951	1819
f7 SUB TOTAL - Church accounts	68160 (c6)	61845 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	64846 (e11)	64676 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	133006 (x)	126521 (y)

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

	At 1 September 2016	At 31 August 2017
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	1802299	1829320
g3 Other Assets	80473	81679
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

Val Howett

Date

19.10.17

Name

Val Howett

Address

11 Shoals Walk  
Osbourn 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.

19/10/17

Signature of the Chair of the meeting

C.E. Kennell

Name of the Chair of the meeting

C.E. KENNEL

Date

19.10.2017

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

TRINITY METHODIST Church

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

2017

### 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 BLYTH

Signature

SB

Relevant Professional qualification or body

F C C A

Address

18 GORDON ROAD  
LOWESTOFT  
SUFFOLK NR32 1NL

Date

13/10/2017