

**Registered Charity Number: 1126978**

**Annual Report to the Charity Commission year ending 31st August 2020**

**Trustees:**

**Superintendent Minister:**

Rev. Paul Dunstan

**Minister and Chair of Church Council:**

Rev. David Goodall (shared with Slaley Methodist Church)

**Church Stewards:**

Mr Neil Paterson, Mr George Charlton, Mrs Carol Charlton, Mrs Alison Killen, Mrs Elizabeth Box, Mr Daryl Ralston, Mr Mark Foster

**Church Treasurer:**

Mr John Dunn

**Circuit Steward:**

Dr Alan Wright

**Church Elected Representatives:**

Mrs Helen Atkin, Mr Darryl Bingham, Mr David Lees, Mrs Jackie Mitchell, Miss Liz Proud, Mrs Kay Vincent.

**Other Officers:**

Mr Peter Wells (Resources), Ms Helen Atkin (Prayer), Mrs Sue Paterson (Churches Together), Dr Alan Wright (Worship, Prayer and Learning) Mrs Fliss Wright and Mrs Sandra Innes (Pastoral Committee) Mrs Hilary Hamps (Slaley)

**Independent Accounts Examiner:**

Mr Phil Rainford

**Staff:**

Minister, as above, Children's Worker (PT), Youth Worker (PT), Caretaker (PT) and Church Administrator (PT)

**Constitution/ Organisational Structure/ Trustee Recruitment:**

Hexham Trinity Methodist Church is constituted and governed in accordance with the principles and constitution of the Methodist Church of Great Britain as set down in the standing orders of the Methodist Conference.

**Management**

The management of the charity is the responsibility of the Trustees (Church Council) who are elected annually at the Church Meeting. The day to day running of the Charity is carried out by the Church Stewards and Minister who are all Trustees. Trustees are elected, for up to six years, to serve on and chair the co-ordinating groups responsible for running the various areas of church life. These groups report back to the Church Council. They comprise the Outreach and Partnership group, Youth, children and families, Resources Co-ordinating Group with responsibility for managing building and resources. A smaller Finance Group also meets as necessary as does an HR Advisory Group. We also have a Pastoral Group who co-ordinate visits and pastoral care.

## **Vision**

The vision of Hexham Trinity Methodist Church is to be a place for everyone to question, discover and explore the Christian faith learning to live as followers of Jesus so more people know of God's love.

## **Public Benefit:**

The Church building, being sited centrally in one of the main streets of the town provides a convenient and accessible venue for both church and community events. Every Sunday, and at other times through the week, there are services of Christian worship with children's activities and prayer gatherings, accessible to all. The public and members of Trinity Methodist Church benefit from the many regular and ad-hoc meetings and events held throughout the year. These included: a pancake party, shared lunches, coffee mornings, training sessions, prayer meetings, Fairtrade stall, fundraising events for local and worldwide charities, school carol services and a parent and baby group.

Much of the building at Trinity is available for hire by small independent charities and groups with reduced rates for charity/not for profit groups. The whole community of Hexham is served in many ways by the different activities held here. Many families have a strong connection, some over generations, with the Church and even if not regular Sunday worshipers, feel very much part of Trinity's wider family. This year the building was used by:

### Church Groups:

Baby Group (parents and babies), Bible Study (adults), Coffee Morning (community), Prayer Groups (adults), Craft Group (adults), Youth Groups, Prayer Knitting (adults), the Bible Society.

### Community Groups:

**Regular:** Beacon Club (retired gentlemen), Circle Dancing (adults), History Society (adults), Music and Movement (parents and young children), Orpheus Choir (adults), U3A (retired adults), Alcoholics Anonymous, Badminton Group (adults), Tynedale Hospice at Home, Hexham Community Partnership, Hexham Holiday Club, Polling Station, UHURU (charity), Northumberland Cancer Support Group, Sycamore Counselling, Gymnastics Club (children), Rock Choir (adults), Youth Dance Tynedale (children), Days for Girls (charity).

**One-off:** Opera North, RSPCA, Tynedale West Guides, Queen Hall Arts and various other Church groups for meetings and days out.

All of the activities above organised by Church Users, are open to the whole community in Hexham, as are many of the others.

**Covid-19:** All activities in Trinity were suspended when the country went into lockdown in March 2020. The worshipping community continued to meet weekly using video conferencing software and official meetings were also conducted online. An online coffee morning on Saturdays has been running weekly since the end of March and small study/pastoral groups also met online. At the end of August 2020, the church opened for Sunday morning worship following government guidelines. Other church activities continued online although community groups were not able to use the building.

## **Financial Report:**

Church members are actively involved in the giving and allocating of finances through Church meetings and reports. The wider local circuit of Methodist Churches also help with this process. The financial report which has been independently examined is attached to this report.

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Hexham Trinity

Church

FOR THE YEAR ENDED

31 August 2020

Tynedale	Circuit	Circuit no	20/08
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**Registered Charity - Charity Registration number**

1126978

**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 David Goodall

Church Stewards:

Elizabeth Box

Mark Foster

Alison Killen

Neil Paterson

Daryl Ralston

Maria Curran

Treasurer:

John Dunn

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	Note			
a2	Offerings and Tax recovered	1	108,865	108,865	115,102
a3	Bank and CFB interest and Investment income	2	720	720	686
a4	Lettings	3	20,287	20,287	22,132
a5	Other receipts	4	26,661	26,661	37,708
a6	<b>TOTAL RECEIPTS</b>	<b>5</b>	<b>156,534</b>	<b>156,534 (a7)</b>	<b>175,627</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	6	72,840	72,840	67,601
b3	Donations	7	12,027	12,027	10,500
b4	Repairs and Maintenance	8	5,334	1,260	7,157
b5	Utilities (Insurances, water charges, heating & lighting)	9	13,382	13,382	14,223
b6	Staff	10	54,501	54,501	51,010
b7	Other payments	11	11,043	11,043	18,810
b8	<b>TOTAL PAYMENTS</b>		<b>169,128</b>	<b>170,388 (b9)</b>	<b>169,302</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>(12,594)</b>	<b>(1,260)</b>	<b>(13,854)</b>
c2	Total funds brought forward from last year	12	140,330	4,233	144,563 (c6)
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>127,736</b>	<b>2,973</b>	<b>130,709</b>
c4	Transfers and adjustments				(c7)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>127,736</b>	<b>2,973</b>	<b>130,709 (c8)</b>
					<b>144,563 (c6)</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	276	720
d3	Offerings/Gifts - passed to external organisations	276	720
d4	<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 2020 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	Tuesday Coffee	1,805	3,229	(1,425)		3,229	1,805
e2							
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	1,805	3,229	(1,425)		3,229 (e11)	1,805 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	156,534 (a7)	170,388 (b9)	(13,854)	(c7)	144,563 (c6)	130,709 (c8)
e10	TOTAL CASH FUNDS HELD BY CHURCH	158,338	173,617	(15,279)		147,792 (x)	132,513 (y)
		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

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 2020**

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand	2,219	1,044
f2	Bank Current Account	40,686	27,287
f3	Bank Deposit Account		
f4	Central Finance Board	87,382	88,007
f5	Trustees for Methodist Church Purposes	14,276	14,371
f6	Other funds		
f7	<b>SUB TOTAL - Church accounts</b>	<b>144,563 (c6)</b>	<b>130,709 (c8)</b>
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	<b>3,229 (e11)</b>	<b>1,805 (e12)</b>
f9	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>147,792 (x)</b>	<b>132,513 (y)</b>

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

		At 1 September 2019	At 31 August 2020
g1	Investments (include Endowments)		
g2	Land & Buildings (see notes re Insurance value)	6,694,329	6,855,071
g3	Other Assets	4,552	628
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)

Name of Church . Trinity Methodist Church (1126978)

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2020 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer .....  ..... Date 26/11/20

Name and address of treasurer ..... John Dunn, 33 Dickson Drive, Hexham, Northumberland

..... Post Code..... NE46 2RB

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2020 were/will be\* presented to the meeting of the Church trustees held on 23/11/20

Signature of the Chair of the meeting .....  .....

Name of the Chair of the meeting REV DAVID GOODALL Date 13/12/2020

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

### Trinity Methodist Church

Charity Number 1126978

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Trinity Methodist Church for the year ended 31 August 2020 set out on pages 1 to 5. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

\* delete or circle as appropriate

Name of Church . Trinity Methodist Church (1126978)

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination ~~(other than that disclosed below\*)~~ which give me cause to believe that in, any material respect:

- ~~the accounting records were not kept in accordance with section 130 of the Act; or~~
- ~~the accounts do not accord with the accounting records.~~

[the [the

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I have/~~have not~~\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner 

Name of independent examiner PHILIP RAINFORD

Relevant professional qualification of independent examiner RETIRED ACCOUNTANT (FORMER ACA)

Name of firm (where appropriate) N/A

Address 4 COLLINGWOOD DRIVE, HEXHAM

NORTHUMBRIA Post Code NE46 2JA

Date 28/11/20

\* delete or circle as appropriate

Sep-20



# INTERNAL ORGANISATIONS' REPORT FORM

This form should be used in conjunction with the STANDARD FORM OF ACCOUNTS (Church, Circuit & District)

A separate Report Form should be prepared for each Internal Organisation

## RECEIPTS AND PAYMENTS ACCOUNT

Note

### SECTION H

#### RECEIPTS

h1	Gifts & donations		1804.51
h2	Other receipts		
h3	<b>TOTAL RECEIPTS (to Receipts col page 3 in the main accounts)</b>		<b>1804.51</b>

### SECTION I

#### PAYMENTS

i1	Donations		3229.08
i2	Other payments		
i3	<b>TOTAL PAYMENTS (to Payments col page 3 in the main accounts)</b>		<b>3229.08</b>

### SECTION J

j1	<b>NET RECEIPTS (PAYMENTS)</b>	(h3 - i3)	<b>-1424.57</b>
j2	<b>OPENING BALANCE (to Opening balance column page 3 in the main accounts)</b>		3229.08
j3	Adjustments (show any negative adjustments in brackets)		
j4	<b>CLOSING BALANCE (to Closing balance col. page 3 in the main accounts)</b>	(j1+j2+/-j3)	<b>1804.51</b>

### SECTION K

#### HOW THE FUNDS ARE HELD

k1	Cash in hand		
k2	Cash at Bank/CFB etc		1,804.51
k3	Other accounts		
k4	<b>TOTAL FUNDS HELD (should agree with line j4 above)</b>	(k1+k2+k3)	<b>1804.51</b>

### SECTION M

#### FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS

(These amounts should not be included in total receipts/payments above)

m1	Balance brought forward from last year		
m2	Offerings/Gifts - received for external organisations		
m3	Offerings/Gifts - passed to external organisations		
m4	<b>BALANCE STILL TO BE PAID</b>	(m1+m2-m3)	



## THE METHODIST CHURCH

### INTERNAL ORGANISATION REPORT FORM

FINANCIAL YEAR ENDED 31 AUGUST 2020

Each year every organisation connected with a local Church, Circuit or District is required by Standing Orders to present its accounts to the Church Council/Circuit Meeting/Synod.

The Managing Trustees are annually required to complete the Annual Accounts setting out the financial affairs of the Church/Circuit/District including all its connected internal organisations.

This form (which can be used for a Church/Circuit, District organisation) requires details of the accounts of your organisation so that all responsibilities can be fulfilled. We ask for your co-operation which will ensure proper public accountability and the protection of those who willingly act as treasurers.

Circuit/District

CIRCUIT: Tynedale

DISTRICT: 20.08

Group/Organisation

Hexham Trinity Methodist Church / Tuesday Coffee Group

#### Signatures section

I confirm that I have prepared the information overleaf from the accounts and records of the above named Group or Organisation



Treasurer of Group or Organisation

25/11/20

Date

I confirm that I have examined the accounts and records of the

HEXHAM TRINITY METHODIST CHURCH

PHILIP RAINFORD

and that the information overleaf is in accordance therewith.



Independent Examiner

28/11/20

Date

I confirm that the information overleaf has been prepared from independently examined/audited accounts which were/will be presented to

Church Council

at a meeting which I chaired/intend to chair on

23/11/20

Date



Signature of Chair of Meeting

12th December 2020

Date

This form can be used by Church, Circuit and District Internal Organisations who report to their respective Methodist bodies.

# RESERVES POLICY

Report on behalf of

Hexham Trinity Methodist Church  
(\*Church Council / ~~Circuit Meeting~~/District)

To

Tynedale Methodist Circuit  
(\*Circuit Meeting / District)

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charity Commission guidance in CC19.

- (i) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s

- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report
- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion
- (v) Our Report is attached overleaf →

\* please delete as appropriate

## To be completed by Receiving Body

The

\*Circuit Meeting/District received the RESERVES POLICY of

\*Church Council/Circuit Meeting/District

Policy accepted and acknowledgement sent to the trustees

YES ☐ / NO ☐

Policy noted and the following enquiries made of the trustees

Responses received and any further action taken

\*Circuit/District

Signatures ..... Date.....

\* Please delete as appropriate

## RESERVES POLICY of

**Hexham Trinity Methodist Church**(\*Church Council ☒/Circuit Meeting ☐/District ☐)

1. General Funds held at Y/E 31/08/2020	<b>CASH BOOK BASIS:</b> <b>£129,540.01</b> total which is made up as follows: (a) £14,636.97 General Fund (b) £1,804.51 Tuesday Coffee Group (c) £98,727.85 Designated Funds (d) £14,370.68 Legacies (TMCP)
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2. Restricted Funds held	<b>£2,973.27</b> total which is made up as follows: (e) £2,973.27 Redevelopment Fund
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3. Endowment Funds held	£nil
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## 4. Reserves policy for General Funds

Hexham Trinity Methodist Church's Reserves Policy deals with the following General Funds:

- (a) Principal General Fund
- (b) Tuesday Coffee Group Fund
- (c) Designated Funds
- (d) Legacies and Bequests

Other funds also held which are NOT required to be included in our reserves are:

- (e) Children/Youth Workers Fund
- (f) Redevelopment Fund

**Our Reserves**

## (a) General Fund

Trinity intends to hold in reserve sufficient money in the General Fund to cover three months' average expenditure, i.e. approx. £42,500. At the end of the financial year, £14,636.97 was available, which provides contingency cover for approximately 4.5 weeks. This compares to the position a year earlier, when on a like for like basis, contingency cover was 8.5 weeks. Compared to 2018/19 General Fund Reserves have reduced by £12,688.50 driven by the impact of Covid19 and in particular reduced rent versus budget, a significant loss of small plate income and the funding of a portion of the Youth &



Children's Worker positions from a District Grant, which was half the value of the previous Circuit Grant. At present, there is adequate, but reducing cash flow to meet the ongoing commitments. Looking forward increased giving (a specific September 20, Covid19 appeal has been launched) and membership, coupled with tight budgetary control, further grant applications and a revised method of Circuit Assessment calculation will facilitate Trinity in meeting future commitments.

**(b) Tuesday Coffee Group**

The Tuesday Coffee Group operates as an internal organisation reporting to the Church Council. The group raises money for good causes, and the work of Trinity. All money raised in a year, is allocated, and then expensed in the following year.

**(c) Designated Funds**

These chiefly comprise the Memorial Funds and the Property Reserve Fund. The Memorial Fund holds money given to Trinity by or in memory of members who have passed away (see Appendix C to Explanatory Notes to Standard Form of Accounts), and designated for appropriate church development projects. The policy for the Property Reserve Fund is based on an annual budget set for major repair works, which was reduced as a part of tightening budgetary control, to £7,000 per annum in 2019/20. The Property Reserve Fund is currently at its agreed limit of £80,000 to provide for years when repairs exceed the set amount. £22,000 of this fund is allocated to fund an estimated 50% of the Foyer Redevelopment Project, which is currently in its early design stages. In 2019, there were no transfers to the Property Reserve Fund. Building and content are currently valued at £6.694m on a restoration & repair basis.

**(d) Legacies and Bequests**

These are TMCP Model Trust Bequests and are at present not earmarked for any specific projects, but to be used appropriately in memory of the benefactor (see Appendix B to Explanatory Notes to Standard Form of Accounts)

## **5. Policy for Restricted Funds**

**(e) Children/Youth Worker Fund**

This fund supports the employment of the part-time Youth Worker and Children Worker's roles. The fund is financed by:

- A Methodist Church Newcastle Upon Tyne District Grant, to the value of £48,579.58 over 4 years which commenced 1 Sept 2019
- A Methodist Youth Activities (MYA) Grant to the value of £5,000 per annum for 3 years. The final sum of £5000 was received in July 2020
- The Point, an independent church in Hexham, also supports our Youth and Children's Worker funding to the value of £3,000 per annum
- The Children's worker also supports West End Church in Hexham on a reimbursable basis.

The annual cost of the Youth & Children's Worker is £35,628.70, so the above Grants covers approximately 60% of the cost, with the balance to come from the General Fund. Further grants will be applied for in 2020/21.

**(f) Redevelopment Fund**

This fund holds £2,973.27 and is held as the starting point for the proposed second phase of the redevelopment project, involving the Church Foyer. £1,260 was expended in 2019/20 in preparing designs and gaining approvals for the project. This project will cost an estimated £50,000 (currently out for verification), funded £25,000 from church reserves (see 4c above), £15,000 from a Circuit Grant and £10,000 from specific Member donations.



6. Terms relating to Endowment Funds held

n/a

This Reserves Policy has been approved by

Heatham Trinity

(\*Church Council ☒ / Circuit Meeting ☐ / District ☐)

Treasurer	Trustee
Full name: John Dunn	Full Name: Rev David Goodall
Signature 	Signature 

Name of Church . Trinity Methodist Church (1126978)

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination ~~(other than that disclosed below\*)~~ which give me cause to believe that in, any material respect:

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Signature of independent examiner



Name of independent examiner

PHILIP RAINFORD

Relevant professional qualification of independent examiner

RETIRED ACCOUNTANT (FORMER ACA)

Name of firm (where appropriate)

N/A

Address

4 COLLINGWOOD DRIVE, HEXHAM

NORTHUMBRIA

Post Code

NE46 2JA

Date

28/11/20

\* delete or circle as appropriate

Sep-20