

## **Offington Park Methodist Church**

### **Trustees Report for the year ending 31<sup>st</sup> August 2021**

#### **1. Objectives and activities**

In setting our objectives and planning our activities the Church Council now meets six times a year under the leadership of the presbyter in Pastoral Charge. This was interrupted by an outbreak of Covid 19 which meant that no activities were held on church premises this year. Council met via zoom and worship was also carried out via Zoom.

Our mission statement – This church exists to live the Good News of Jesus in word and action and build an inclusive community where everyone can come and fulfil their God-designed potential.

The church continues to look at areas within Our calling in order to focus on all areas of the churches life and has adopted some Targets under the headings of Communication, Pastoral care, Worship and Spirituality, Discipleship and Rhythm of Mission. These are used as guidelines in stewards and church council meetings to focus our work.

#### **2. Achievements and performance**

The church family are made up of a wide age range but have recognised that the majority of the congregation are chronologically older. However, they have understood the need for offering a wide range of services and activities that cater to all ages and actively encourage new ideas. Our church administrator retired during this time and due to much reduced income the church made a decision to employ a new church administrator for just 8 hours a week and look to a number of volunteers to be on the welcome team once the church was able to open again.

Junior church was held on Zoom ensuring all safeguarding measures were securely in place as was messy church.

Regular updates on facebook continued to give the church a presence within the community.

Uniformed organisations did not meet during this year.

All the festivals were observed on Zoom . During this time an evening prayer group was initiated and this continues to meet on Zoom each weekday evening.

Bible study was held weekly on Zoom and was well attended with a variety of studies followed.

Weddings and baptisms were postponed until it was safe for the church to meet. The minister continued to officiate at funerals and in the future will work hard at creating opportunities to invite people back to celebrate lives that were sadly unable to be celebrated with family and friends. Our pastoral team kept in contact with members and adherents by telephone and those who were unable to join services online had a service

posted out to them each fortnight. Pastoral friends have been introduced who write, or phone and then pass any concerns onto the pastoral co-ordinator.

All communion services were suspended due to the Methodist Church not allowing communion on line.

Tuesday lunches provided a take away service and a real life line to those who were housebound.

### **Plans for future years**

To continue to be open to new ways of delivering the Good News in and around this community by opening the church on four days a week for people to drop in for tea/coffee and fellowship.

To continue to encourage the growth of intergenerational worship offering a wide variety of relevant and vibrant worship.

To nurture those already part of the church through growth in small groups.

To ensure safeguarding continues to be a priority whether on line or otherwise.

To prioritise those activities which are life giving and growing and to stop those which are not now benefiting the church. This has been one of the blessings of the situation as everything has stopped and some will not restart whilst new projects will begin.

On schemes meriting funding.

### **3. Financial Review**

The Examined Account for the year ending 31<sup>st</sup> August 2021 show a deficit of £14,343. The majority of this was due to the lack of lettings income through out the period as a result of the Covid pandemic. In addition, the planned Fund-Raising events were in the main unable to be held. The situation would have been considerably worse had we not received a rebate on the assessment from Circuit.

Going forward the staffing budget will be considerably reduced as we no longer employ a cleaner or Youth & Children's worker and our administrators' hours have been reduced.

### **Investment policy and performance**

The General Funds comprise £20,291 held locally and £62,124 held in TMCP Model Trust Funds. Funds performed well resulting in an increase of £5,034.

### **Reserves Level and policy**

The Reserves Policy agreed by Church Council is a tiered approach as follows:

- A) A lower limit of £35,000 (25% of turnover) based on covering a significant 'one-off' expense (probably property-related). If the reserves fell below this an action plan would be mandated to restore the minimum balances.
- B) A working band of £35,000-£70,000 (25%-50% of turnover) would be considered the norm, wherein spend would be considered on a project by project basis which schemes merited funding.

- C) An upper limit of £70,000 (50% of turnover, above which Church Council would actively consider spending

#### **4 Trustees' Responsibilities**

For each financial year ending on 31<sup>st</sup> August the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

Select suitable accounting policies and apply them consistently

Make judgements and estimates that are reasonable and prudent. This will clearly be a challenge once the church can meet in person again.

Follow applicable accounting standards

Prepare accounts to comply with the Charities SORP

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the District and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **4.1 Risk**

### **5. Structure, governance and management**

The Church is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

#### **5.1 Structure**

Offington Park Methodist Church is part of the new West Sussex (Coast and Downs) Circuit. As such it is represented on the Circuit Meeting which meets three times a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

1. Overall regulatory authority rests with the Methodist Conference.
2. The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.
3. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.

4. The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
5. The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

## **5.2 Purpose of the Church**

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, and
- b) Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and,
- c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
- d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

The primary purpose of Offington Park Methodist Church is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Worthing Community.

## **5.3 Governance**

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church.

The members of the Church Council are appointed under the terms of S.O. 610(2). The Superintendent is *ex officio* chair of the Church Council but may delegate this task to other presbyters in the Circuit. The Church Council normally meets three times per year and deals with routine and exceptional matters. It oversees the work of other groups within the life of the Church.

## **5.4 Responsibilities of the Church Council**

The responsibilities of the Church Council and other committees are set out in Standing Orders 603 – 604 of the Constitutional Practice and Discipline of the Methodist Church.

## **6. Reference and Administrative Details**

### **6.1 Name of the Church**

Offington Park Methodist Church

### **6.2 Charity Registration number**

Not Applicable

### **6.3 Superintendent Minister**

The Revd Ian Suttie MA

### **6.4 Presbyter in Pastoral Charge**

The Rev'd Dawn Carn BA(Hons)

### **6.5 Names of Managing Trustees**

Rev'd Dawn Carn  
Gill Powell  
Adam Cook  
Lesley Skinner  
Jack Delbridge  
Hilary Colbourne  
Mike Powell  
Joy Barnes  
David Gibbs  
Ann Delbridge  
Alison Wright  
Chris Lance  
Brian Sleeman  
Jackie Brown  
Tim Cooper  
John Carr  
Sue Head  
John Head

### **6.6 Independent Examiner- Mr Keith Miller**



# Offington Park Methodist Church

## General Account to Year Ended

	31-Aug-21	31-Aug-20
	£	£
B/F Balance Others	0.00	0.00
Collections on behalf of Others	1,641.00	633.10
Payments on behalf of others	1,641.00	633.10
Net C/F Balance Others	0.00	0.00

<b>Total Funds B/F</b>	<b>99,476.55</b>	<b>130,311.08</b>
Unrealised Gain/Loss on TMCP Unit Revaluations	5,034.73	-299.87
Net Surplus/Deficit(-)	-14,343.15	-30,534.66
Less Fund Contributions	-3,411.51	
<b>Total Funds C/F</b>	<b>86,756.62</b>	<b>99,476.55</b>

### STATEMENT OF FUNDS

CAF Bank Current a/c	17,395.34	49,446.52
Petty Cash	100.00	100.00
CFB Funds	8,816.83	-7,159.73
Less Funds Held for Others	-1,680.04	
Sub-total Funds held locally	<b>24,632.13</b>	<b>42,386.79</b>

### Funds Held at TMCP Manchester

TMCP Interest Fund	846.44	846.44
TMCP Managed Fixed Int Fund	25,631.76	26,125.61
TMCP Managed Mixed Int Fund	35,646.29	30,117.71
Sub-total Reserves	<b>62,124.49</b>	<b>57,089.76</b>

Non-CFB 3% Stock	0.00	0.00
	<b>0.00</b>	<b>0.00</b>

<b>TOTAL OPMC Funds</b>	<b>86,756.62</b>	<b>99,476.55</b>
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### Funds Held Locally

CAF Current Account	17,981.89	31,403.01
Eco Fund	876.71	947.41
Minibus Account	64.29	1,883.04
Youth Fund	1,368.37	1,366.52
Dunning Bequest	867.50	866.31
Kitchen Refurbishment	3,473.37	5,920.50
	<b>24,632.13</b>	<b>42,386.79</b>

### Reserves

Unallocated Reserves	62,124.49	57,089.76
Sub-total Reserves	<b>62,124.49</b>	<b>57,089.76</b>

## 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

Keith Thacker

Signature

*K. Thacker*

Relevant Professional qualification or body

Address

High Ridge, Fairlight TN35 4BE

Date

12.1.2022