



# Trustees' Annual Report for the period

Period start date		Period end date	
From	1 SEPT 2020	To	31 Aug 2021

## Section A Reference and administration details

**Charity name** Caversham Heights Methodist Church

**Other names charity is known by**

**Registered charity number (if any)** 1127822

**Charity's principal address** 74 Highmoor Road

Caversham Heights

Reading

**Postcode**

**RG4 7BG**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Martin Beukes	Chair		Ex Officio
2	Rev D G Jenkins			Ex Officio
3	Mr D E Cliffe	Secretary		Ex Officio
4	Mr P H Boardley	Treasurer	Until 15.7.21	Ex Officio
5	Mr A Laird	Treasurer	From 15.7.21	Ex Officio
6	Mr K Macrae	Property Steward		Ex Officio
7	Mrs. B. Caborn	Steward	From 15.7.21	Ex Officio
8	Mrs M Ellison	Steward		Ex Officio
9	Mr D Herbert	Steward	From 15.7.21	Ex Officio
10	Mr C M Hinks	Steward		Ex Officio
11	Mrs P Hopkins	Steward	From 15.7.21	Ex Officio
12	Mr D Munns	Steward	From 15.7.21	Ex Officio
13	Mrs C Pollard	Steward		Ex Officio
14	Mr I Pollard	Steward		Ex Officio
15	Mrs M Simpson	Steward	From 15.7.21	Ex Officio
16	Mrs J Talbot	Steward		Ex Officio
17	Mrs L Turner	Steward		Ex Officio
18	Mrs L A Boardley		Until 15.7.21	
19	Mrs E Cooper		From 15.7.21	
20	Mrs L Dudley		Until 15.7.21	
21	Dr C Dugdale		Until 15.7.21	
22	Mrs D Elliss		From 15.7.21	
23	Mr V Emerson			
24	Mrs M Fowler			
25	Mrs V. Keating		Until 15.7.21	

26	Mrs. B Macrae			
27	Mrs K Munns		Until 15.7.21	
28	Mrs. H New		From 15.7.21	
29	Mrs J. Offord		Until 26.11.20	
30	Mrs M Price		From 15.7.21	
31	Mr B Simpson		From 15.7.21	
32	Mr H Stroud		From 15.7.21	
33	Mr S Turner		From 15.7.21	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Property Inspection	Thames Valley Surveying Ltd	Thames Valley Surveying Limited Green Bank University of Reading London Road Campus London Road Reading, Berkshire RG1 5AQ
Legal Affairs	As Required	

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed of Union of the Methodist Church 20 <sup>th</sup> Sept 1932
How the charity is constituted (eg. trust, association, company)	In accordance with the Constitutional Practice and Discipline (CPD) of the Methodist Church
Trustee selection methods (eg. appointed by, elected by)	Some Trustees are Trustees as a result of their position, some are elected by the General Church Meeting and some are appointed (co-opted).

### Additional governance issues (Optional information)

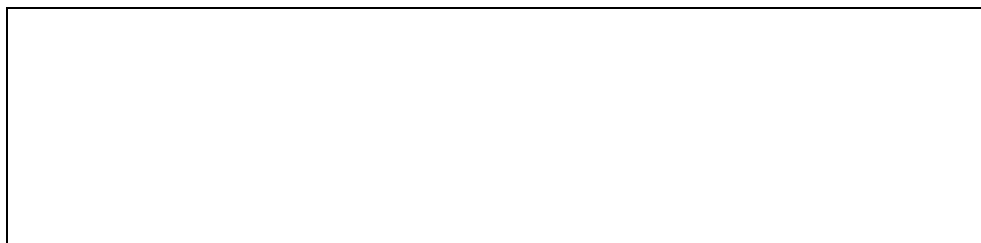
You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;

#### Bankers

The Church's Bankers are CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4QJ and the Central Finance Board of the Methodist Church, Bonhill Street, London EC2A 4PE.

- trustees' consideration of major risks and the system and procedures to manage them.



## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

#### Objectives

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

The trustees have over the year acted with regard to the guidance issued by the Charity Commission on public benefit.

#### One Church – Two Chapels

For many years, Caversham Heights Methodist Church and another local Methodist Church, Caversham Methodist Church (not a registered charity), have been served by the same ministerial team. The two churches have worked ever more closely, but with their separate governance structures.

At a Zoom meeting of the two Councils in July 2020, a scheme was proposed whereby the two Methodist churches in Caversham should become “one church with two chapels” uniting the governance structures to free energy to be focused on our real purpose.

A yearlong intentional process was entered into explore exactly how to become one church and groups, with members from both chapels were formed to cover Worship, Caring, Learning, Service & Evangelism, and Resources.

The General Church Meetings of both churches in Spring 2021 agreed that the groups were successfully working together and that the two churches should formally become one, merging into the Caversham Heights Methodist Church registered charity, under the name The Methodist Church, Caversham; this required ratification by both Church Councils that was given in November 2021, and by the required Methodist Church structures in September 2021. The complete merging governance structures will happen in 2021/22.

#### Worship

Sunday worship is one of our major activities, but the Covid pandemic meant that we had to adapt. Services were open to all via Zoom and continued when government restrictions allowed us to reopen the buildings with limited numbers, socially distanced and wearing facemasks, to attend in person. We included breakout rooms to replicate our usual practice of fellowship over coffee.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

### **Caring**

A good strong loyal team of Pastoral Friends continue to care for our people. Because of the continuing Covid situation contact is being made by telephone or email to keep us aware of everybody's situation so that practical support can be offered along with support through prayer where needed. Hospital visitation is now heavily controlled by the Trusts however.

### **Learning**

The Learning Mission Group was formed with members from both chapels and reviewed what learning/prayer meetings exist in our church. Currently it supports Bible Study groups as well as a Prayer Group.

It was decided in order to support and progress learning to use the Holy Habits material produced by Bible Reading Fellowship (This material takes a church through the 10 aspects of the early church defined in Acts 2, v42-47). Activities are planned to commence in October 2021 starting with the habit of Prayer.

### **Service & Evangelism**

Zoom coffee mornings started in March 2021 and in person coffee mornings following Covid restrictions, in late May 2021, alternating between both chapels.

The buildings are well used, by church groups and diverse community groups, such as a pre-school, dance groups, Kumon, a Bridge Club and a bee-keepers' association.

The church is also an active member of the Churches Together in Caversham organisation that supports various community projects including REInspired, in which volunteers are invited into schools to tell the pupils about their faith.

We responded to the requirements to support Afghan refugees, collecting equipment, clothing and financial support through the church account, and working with the local refugee agencies.

### **Resources**

Besides raising funds for its own purposes, and for general Methodist purposes, the church raises money for other causes. For example, some church members collect money for Action for Children, and used postage stamps to raise funds for the Leprosy Mission. For many years now we have given money to support the Racecourse Community School in Zambia.

During the year, the amounts donated to good causes via the Church include: -

	£
Racecourse Community School, Zambia	4,200
Churches In Reading Drop In Centre	1,058
Christian Community Action	750
Action For Children	370
Leprosy Mission	250
Mission Without Borders	250
WaterAid	250
Shelter	150

### **Safeguarding**

The Church has a Safeguarding Officer, and the Safeguarding policy is updated annually at the Autumn Church Council. The revised policy was accepted by council on 26th November 2020 and displayed. The Safeguarding Officer was a member of the team tasked to regularly revise and update the Church risk assessments during the pandemic.

#### **Eco Church**

The church has attained the Bronze Eco-Church award and is working towards silver status.

During the year, we have also shared our experiences with Caversham Methodist Church and the Basingstoke & Reading Methodist Circuit which is developing its Eco-Circuit proposal.

In the community, we have liaised with the Climate Change Network Reading to determine how best we can respond to the climate change emergency.

#### **Data Protection**

The church has a Privacy Officer, and a privacy notice is displayed in the church, in compliance with the General Data Protection Regulations.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## **Section D**

### **Achievements and performance**

**Summary of the main achievements of the charity during the year**

## **Section E**

### **Financial review**

**Brief statement of the charity's policy on reserves**

The Reserves Policy requires us to hold sufficient reserves to enable Church to continue to function for between three and six months.

In addition, we are required to hold 2% of the value of the Church Buildings as a Property Reserve.

Details of any funds materially in deficit

#### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Financial Report is submitted separately in the form of a Statement of Financial Activities as prescribed by the Methodist Church.


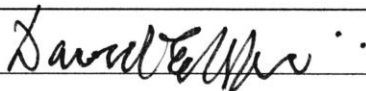
The principal source of funding is church member's freewill offerings.

### Section F Other optional information

### Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Martin P. Benkes	DAVID EDWIN CLIFFE
Position (eg Secretary, Chair, etc)	Chair	SECRETARY
Date	9/5/2022	

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

**CAVERSHAM HEIGHTS METHODIST**

**Church**

**FOR THE YEAR ENDED**

**31 August 2021**

**BASINGSTOKE & READING**

**Circuit**

**Circuit no**

**26/4**

**Registered Charity - Charity Registration number**

**1127822**

**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:**

**Revd. Martin Beukes**

**Church Stewards:**

**Margaret Ellison**

**Ian Pollard**

**Colin Hinks**

**Jan Talbot**

**Christine Pollard**

**Lesley Turner**

**Treasurer:**

**Alvin Laird**



SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	<b>Note</b>			
a2	Offerings and Tax recovered	71,777		<b>71,777</b>	61,955
a3	Bank and CFB interest and Investment income	79		<b>79</b>	420
a4	Lettings	10,189		<b>10,189</b>	16,735
a5	Other receipts	43	3,259	<b>3,302</b>	8,978
a6	<b>TOTAL RECEIPTS</b>	<b>82,088</b>	<b>3,259</b>	<b>85,347 (a7)</b>	<b>88,088</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	49,951		<b>49,951</b>	54,789
b3	Donations	9		<b>9</b>	602
b4	Repairs and Maintenance	19,076		<b>19,076</b>	17,746
b5	Utilities (Insurances, water charges, heating & lighting)	4,273		<b>4,273</b>	7,762
b6					
b7	Other payments	4,985	4,200	<b>9,185</b>	9,128
b8	<b>TOTAL PAYMENTS</b>	<b>78,294</b>	<b>4,200</b>	<b>82,494 (b9)</b>	<b>90,027</b>

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR (a6-b8)	3,794	(941)	2,853	(1,939)
c2	Total funds brought forward from last year	129,059	2,673	131,732 (c6)	133,671
c3	Sub total (c1+c2)	132,853	1,732	134,585	131,732
c4	Transfers and adjustments	(1,933)	1,933		(c7)
c5	TOTAL FUNDS AT END OF YEAR (c3+c4)	130,920	3,665	134,585 (c8)	131,732 (c6)

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)		£		£
d1	Balance brought forward from last year		40		9
d2	Offerings/Gifts - received for external organisations		3,592		3,657
d3	Offerings/Gifts - passed to external organisations		3,078		3,626
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>	<b>554</b>		<b>40</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 2021 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						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	85,347 (a7)	82,494 (b9)	2,853	(c7)	131,732 (c6)	134,585 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	85,347	82,494	2,853		131,732 (x)	134,585 (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 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	100	100
f3 Bank Deposit Account	75,463	128,198
f4 Central Finance Board	56,144	6,262
f5 Trustees for Methodist Church Purposes		
f6 Other funds	25	25
f7 SUB TOTAL - Church accounts	131,732 (c6)	134,585 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	131,732 (x)	134,585 (y)

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

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	3,351,300	3,414,973
g3 Other Assets		
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 CAVERSHAM HEIGHTS METHODIST No. 1127822

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 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 29/11/21

Name and address of treasurer ALVIN LAIRS, 29 CLONMEL CLOSE,  
CAVERSHAM, READING Post Code RG4 5RF

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be\* presented to the meeting of the Church trustees held on .....

Signature of the Chair of the meeting 

Name of the Chair of the meeting Martin Bewkes Date 4-10-21

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

CAVERSHAM HEIGHTS METHODIST Church

Charity Number 1127822

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the CAVERSHAM HEIGHTS Church for the year ended 31 August 2021 set out on pages 1 to 3. 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 CAVERSHAM HEIGHTS METHODIST No 1127822

### 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 I. Scobell

Name of independent examiner IAN SCOBELL

Relevant professional qualification of independent examiner ACMA

Name of firm (where appropriate) .....

Address 15, TREFORGAN

CAVERSHAM Post Code RG47XG

Date READING

\* delete or circle as appropriate

Sep-20



## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

<b>CAVERSHAM HEIGHTS METHODIST</b>	<b>Church</b>
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FOR THE YEAR ENDED  
31 August 2021

<b>BASINGSTOKE &amp; READING</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>26/4</b>
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**Registered Charity - Charity Registration number**

1127822

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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 2021**

	OPENING BALANCES	CLOSING BALANCES
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f2 Bank Current Account	100	100
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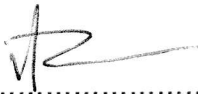
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Name of Church CAVERSHAM HEIGHTS METHODIST No. 1127822

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Name of Church CAVERSHAM HEIGHTS METHODIST No 1127822

### Independent Examiner's Statement

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Signature of independent examiner I. Scobell

Name of independent examiner IAN SCOBELL

Relevant professional qualification of independent examiner ACMA

Name of firm (where appropriate) .....

Address 15, TREFORGAN

CAVERSHAM Post Code RG47XG

Date READING

\* delete or circle as appropriate

Sep-20