



## **THE METHODIST CHURCH**

**NORTH EAST SOMERSET & BATH METHODIST CIRCUIT 7/13**

### **KEYNSHAM METHODIST CHURCH**

**Registered Charity – Registration Number 1129493**

## **ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 August 2022**

#### **Minister**

**Reverend Jane Wilson (to 31<sup>st</sup> August 2022**

**Reverend John Hayes (from 1<sup>st</sup> September 2022)**

#### **Church Stewards**

**Carol Arnold**

**Marjorie Cordy**

**Richard Cordy**

**Val Marsh**

**Liz Palfrey**

**Peter Perrington**

**Julie Willstead**

#### **Treasurer**

**Neil Quilter**

**Charity Name: Keynsham Methodist Church**  
**Charity Number 1129493**  
**Annual Report 2021-2**

**1. Administrative Information**

This report relates to the Keynsham Methodist Church which is a member church of the North East Somerset and Bath Methodist Circuit. The circuit is part of the Bristol District of the Methodist Church.

Keynsham Methodist Church has two centres for worship and mission, Victoria Centre, High Street, Keynsham and Queens Road, Keynsham.



All correspondence for the Church should be addressed to the current Minister:

Revd John Hayes

55 Charlton Road

Keynsham

Bristol

BS31 2JQ

Tel: 07341 628932 Email: revjohn0713@gmail.com

The church website is: [www.keynshammethodistchurch.co.uk](http://www.keynshammethodistchurch.co.uk)

**The managing trustees are:**

Carol Arnold	Irene Arnold	Jenny Barrow	Mike Barrow
Mary Brunt	Revd. John Carne	Marjorie Cordy	Richard Cordy
Marjorie Cox	Lorraine Cross	Michael Danson	Daphne Dawes
Jill Earley	Andy Halliday	Revd John Hayes	Danielle Ireland
Mary Joy	Jean Lapham	Hazel Lawrence	Michael Lowe
Val Marsh	Liz Palfrey	Peter Perrington	Neil Quilter
Elsbeth Rolls	Sandra Spragg	Julie Stiddard	Revd. Simon Topping
Margaret Waring	Julie Willsteed	Revd. David Winstanley	

Trustees are appointed in accordance with the Constitutional Practice and Discipline of the Methodist Church (CPD) which can be found on the Methodist Church website.

The minister line manages the Lay Pastoral Worker, Sue Stevens and the Church Office Manager, Irene Arnold, who provide support in the different areas of church life and outreach activities.

## 2. Aims and Objectives

The Leadership Team and the Church Council meet regularly with the minister to review various aspects of the life of the church in the context of its ongoing mission to demonstrate the love of God by witnessing and serving the community.

These include:

- Developing the worship life of the church by offering a range of worship styles and experiences, including Messy Church, Taizé, Praise and Healing services as well as more traditional services.
- Offering ways of deepening discipleship through fellowship groups, prayer meetings, house and bible study groups, Junior church, Compass and other courses.
- Offering pastoral care and support; Sue Stevens, the Pastoral Lay Worker, works with the minister in reviewing the Pastoral list and pastoral needs. Pastoral care and support for individuals and groups is provided by the Minister, pastoral lay worker and the team of pastoral visitors .
- Reaching out to and serving our local community through various activities including Pre-School, Toddler groups, Coffee Room, Café Plus, Churches Together in Keynsham & Salford (CTKS) projects, CAMEO (Come And Meet Each Other), and other regular fellowship groups.
- Encouraging a deeper prayer life by providing opportunities for prayer in worship and weekly prayer meetings, the prayer chain, prayer tables at each centre and prayer-focussed events
- Working towards a fairer greener world by being a Fair-trade church and an Eco congregation, supporting local and national campaigns (e.g. campaigning against the use of single use plastic water bottles)

## 3. Review of Progress and Achievements

The minister meets regularly with the Leadership team and Church Council to review and assess the church's mission in the areas referred to above. The Minister also meets regularly with the Pastoral Lay Worker to review and coordinate the different areas of church life and outreach activities.

As the year progressed the Church was able to re-engage in the usual variety of face-to-face groups and activities offering spiritual development, fellowship and support for members of the church and local community, which included:

CAMEO	Various uniformed groups (Brownie &
Women's Fellowship groups	Rainbow Guides, Girls Brigade)
Daily Coffee Mornings	Christian Aid Committee
House groups and Bible Study groups	Food Bank
Prayer groups & prayer ministry	Eco Group
Craft & Banner group	Short Mat Bowls
Queens Road Pre School	Messy Church
Parent & Toddler groups	Shoppers Service
Junior Church	Café
Men's Curry fellowship	

### **3. Review of Progress and Achievements (cont.)**

Weekly Sunday worship re-established after Covid-19 restrictions eased, although a reduced number of services were held. The online video services available via the church website, Facebook page and YouTube channel continued every week for church members and worshippers who were still unable to attend in person.

The church has continued its links with a church in Guatemala, a school in India, and a missionary in Pakistan.

Pastoral support of church members and others in our local community continued as restrictions lifted, and telephone and Zoom contact were continued to support the face-to-face contact.

The Church Council has continued to review the risks to which Managing Trustees are exposed and have regularly reviewed procedures to manage them. Volunteers are checked (including where appropriate under the DBS legislation) and a policy statement prepared under the Health and Safety at Work 1974 legislation incorporating risk assessments.

The Church Safeguarding Policy is reviewed annually by the Church Council and the Church Safeguarding officer ensures that appropriate Safeguarding training and DBS checks are completed by all relevant church officers and volunteers in accordance with the KMC and Methodist Church Safeguarding Policy.

Covid-19 Risk Assessments have been completed and regularly reviewed to ensure compliance with Government and Methodist Church Covid-19 guidance for both church centres and the Queens Road Pre-School.

### **4. Resources Committee**

The Resources committee meets regularly to encourage good stewardship of the church's financial and property resources to further the church's mission activities and ensure that the premises are a safe and secure space.

Following the outbreak of the Covid-19 pandemic the special task force group revised Covid-19 Risk Assessments for both centres as restrictions lifted for approval by the Church Council/Managing Trustees. The work of the task force is recognised as an important achievement in ensuring the safety of church members, visitors and hirers.

### **5. Financial Information**

The accounts include the employment costs and statistics of those directly employed by the Church. The Church has a Minister and 1 part time lay worker who are employed by the North East Somerset & Bath Methodist Circuit. A lay worker left at the end of August 2021 and a replacement has not yet been appointed. The Circuit accounts include a count of 2 staff with a full time equivalent of 1.5 for the year to 31<sup>st</sup> August 2022.

Income other than lettings during the year was similar to the previous year but with no bequests or other exceptional items. Letting income for both Centre's started to recover as COVID -19 restrictions eased. Increased usage is expected to continue however it may take a while to attain pre COVID-19 levels of activity and income.

## 5. Financial Information (cont)

The accounts show a contribution to the Circuit of £75,000. This is a contribution towards the payroll costs and a share of other expenses which are incurred by the Circuit.

Careful consideration has been given to the costs met by the church. Much of the costs relate to essential expenditure headings. Consideration was given to the donations made each year to various Methodist Church funds and some reductions were made this year.

A special appeal was directed to Methodist Districts, Churches and Circuits to make a contribution to the Methodist Ministers Pension Fund. The request was to consider a contribution of up to 15% of available reserves. It was decided by the Church Council to make a contribution of £11000 being the majority of an unexpected receipt included in Restricted Funds Other Income in the previous year.

The church remains in a healthy position financially with reserves to cover identified maintenance work on the premises. With a drain on cash resources over the past few years the Church recognises the need to carefully review the income sources and generate more income. At the same time maintain good control over expenditure. This has become increasingly important.

The on-going challenge with an ageing congregation remains. The need to be able to cover annual expenditure with annual income and replenish reserves after it has been necessary to utilise reserves for urgent major work.

This is regularly considered and monitored by the trustees.

This report was approved by the trustees on 21<sup>st</sup> February 2022 and signed on their behalf by:

Rev'd John Hayes .....

Date 21<sup>st</sup> February 2023

Minister

# KEYNSHAM METHODIST CHURCH

## Statement of Financial Activities (SOFA) for the year ended 31 August 2022

	General Fund (Unrestricted)	Restricted Funds	Endowment Funds	Totals this year	Previous year totals
	£	£	£	£	£
<b>Incoming Resources</b>					
1 Offerings and Tax recoverable	83101.95			83101.95	84108.32
2 Interest and Investment Income	14.83	325.95	487.60	828.38	595.56
3 Lettings	24127.07			24127.07	10693.00
4 Other Income	14551.12	5459.00		20010.12	25348.06
5 External Organisations		12658.47		12658.47	6181.41
6 Internal Organisations		8804.13		8804.13	120.60
<b>7 Total Incoming Resources</b>	<b>121794.97</b>	<b>27247.55</b>	<b>487.60</b>	<b>149530.12</b>	<b>127046.95</b>
<b>Resources Expended</b>					
8 Circuit Assessment or Share	75000.00			75000.00	90000.00
9 Grants and Donations	4698.00			4698.00	6410.00
10 Repairs and Maintenance	9370.34			9370.34	24970.84
11 Insurance, Utilities etc	16272.06			16272.06	11428.54
12 Depreciation					707.97
13 Provisions					
14 Other expenditure	43211.62	16687.55		59899.17	31379.28
15 External Organisations		9383.11		9383.11	2660.00
16 Internal Organisations		6415.91		6415.91	134.99
<b>17 Total Resources Expended</b>	<b>148552.02</b>	<b>32486.57</b>		<b>181038.59</b>	<b>167691.62</b>
<b>18 Net Incoming Resources</b>	<b>-26757.05</b>	<b>-5239.02</b>	<b>487.60</b>	<b>-31508.47</b>	<b>-40644.67</b>
19 Transfers between funds	3969.43	-3481.83	-487.60		
<b>20 Sub Total</b>	<b>-22787.62</b>	<b>-8720.85</b>	<b>0.00</b>	<b>-31508.47</b>	<b>-40644.67</b>
21 Gains and losses on investment assets		-1,472.70	-4586.56	-6059.26	2334.80
<b>22 Net investment in funds</b>	<b>-22787.62</b>	<b>-10193.55</b>	<b>-4586.56</b>	<b>-37567.73</b>	<b>-38309.87</b>
23 Total funds brought forward	58626.87	110411.28	46569.64	215607.79	253917.66
<b>24 Total funds carried forward at end of year</b>	<b>35839.25</b>	<b>100217.73</b>	<b>41983.08</b>	<b>178040.06</b>	<b>215607.79</b>

### Collections for and payments to External Organisations

Balance brought forward	8117.42	3596.01
Collections for External Organisations	12658.47	6181.41
Allocation from General Fund	0.00	1000.00
Payments to External Organisations	9383.11	2660.00
Balance carried forward	11392.78	8117.42

# KEYNSHAM METHODIST CHURCH

## Balance Sheet as at 31 August 2022

General Fund (Unrestrict £	Other Funds (Restricted) £	Endowment Funds £	Totals this year £	Totals last year £
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### Tangible Fixed Assets\*

Furniture and fixtures	0.00			0.00	0.00
Investment properties					
Investments		8998.40	35582.64	44581.04	50640.30
<b>Total fixed assets</b>	0.00	8998.40	35582.64	44581.04	50640.30

### Current Assets

Debtors and Prepayments	0.00			0.00	7500.00
Central Finance Board & Trustees for Methodist Church Purposes deposits etc	28542.95	70513.91	6400.44	105457.30	121954.01
Cash at Bank and in hand	7296.30	20705.42		28001.72	35513.48
<b>Total current assets</b>	35839.25	91219.33	6400.44	133459.02	164967.49

<b>Creditors and Accruals (due in under 1 year)</b>					
<b>Net current assets/liabilities</b>	35839.25	91219.33	6400.44	133459.02	164967.49
<b>Total assets less current liabilities</b>	35839.25	100217.73	41983.08	178040.06	215607.79
<b>Loans and creditors due after 1 year</b>					
Provisions for liabilities and charges					
<b>Net assets</b>	<b>35839.25</b>	<b>100217.73</b>	<b>41983.08</b>	<b>178040.06</b>	<b>215607.79</b>

### Funds of the Church

General Fund (Unrestricted)	35839.25			35839.25	58626.87
Other Funds (Restricted)		100217.73		100217.73	110411.28
Endowment Funds			41983.08	41983.08	46569.64
<b>Total Funds</b>	<b>35839.25</b>	<b>100217.73</b>	<b>41983.08</b>	<b>178040.06</b>	<b>215607.79</b>

\*Details - see page 10

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	Opening Balances	Receipts	Payments	Adjustments	Funds Held by Internal Org.	Funds Held by Church
Victoria Womens Guild	61.90	205.00	190.00		76.90	
Queens Road Ladies	497.30	2171.10	1827.24		841.16	
Key Centre Table Tennis	50.99	0.00	0.00		50.99	806.06
KIDZ Club/Youth Club	133.42	0.00	0.00		133.42	
CAMEO	95.55	3397.56	2644.74		848.37	
Short Mat Bowls	2505.34	2622.97	1317.93		3810.38	
Key Ring	72.49	407.50	436.00		43.99	
	3416.99	8804.13	6415.91		5805.21	806.06

# KEYNSHAM METHODIST CHURCH

## Notes to the Accounts

### 1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with Statement of Recommended Practice (SORP 2005) and the Charities Act 2011. There has been no change to the accounting policies since last year. The format of the SOFA and balance sheet takes advantage of the small charity concessions set out in the SORP.

### 2 Funds

The funds held constitute: General Funds held for any purpose of the charity which are Unrestricted, Restricted funds which are held for a narrower purpose and Endowment funds which represent gifts, the capital normally being unavailable for spending, and the income from which is either Restricted or Unrestricted. Details of each material fund are disclosed in the final note to these accounts on page 7.

### 3 Accounting policies

#### Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when the church becomes entitled to the resources; the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability. Income from a legacy is included when the distribution from the estate has been received.

#### Resources Expended

Expenditure is recognised when a liability is incurred, or a constructive obligation arises that results in the payment being unavoidable.

#### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the church to pay out resources.

#### Tangible fixed assets for use by church

Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £1000. They are valued at cost or a reasonable value on receipt. Where cost is not available, the Church Council may provide a reasonable estimate of cost.

#### Investments

Investments are valued in the balance sheet at market value at the year end. Investment income is included in the accounts when receivable and any gains or losses on revaluation at the year end are shown in the SOFA.

#### Debtors and Prepayments

The main item under this heading is the monthly assessment paid in advance to the Circuit.

#### Creditors

There were no significant costs to accrue.

### 4 Trustees' responsibilities in relation to the accounts

The law applicable to charities in England and Wales requires the trustee(s) to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- \* select suitable accounting policies and apply them consistently
- \* make judgements and estimates that are reasonable and prudent;
- \* state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- \* prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

# KEYNSHAM METHODIST CHURCH

## Notes to the Accounts (cont.)

### 5 Trustees

None of the Trustees, or persons connected with them, receive any remuneration or other benefits from the Church or any connected organisation as a result of their office during the year ended 31st August 2022. One trustee received payment for employment fulfilling administration duties. Ten trustees incurred expenses associated with catering, property maintenance and other incidental expenses. These payments did not arise from acting as trustees.

#### This year Last year

£	NIL	NIL
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Number of trustees who were paid expenses

NIL	NIL
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Nature of the expenses

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Total amount paid

£	NIL	NIL
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### 6 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts

£	NIL	NIL
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Other fees (eg: advice, accountancy services) paid to the independent examiner or auditor

£	NIL	NIL
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### 7 Paid employees

#### Staff Costs paid during the year were:

Gross wages, salaries and benefits in kind

£	18,912	16,541
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Employer's National Insurance costs

£	300	98
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Pension costs

£	1,135	992
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Apprenticeship Levy

	94	82
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Total staff costs (2 staff)

£	20,441	17,713
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Average number of employees in the year were:

2	2
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Average number of full-time equivalent employees in the year were:

0.8	0.8
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### 8 Commitments and Contingent Liabilities

At the 31st August 2022 capital commitments amounted to:

£	NIL	NIL
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Contingent liabilities amounted to:

£	NIL	NIL
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# KEYNSHAM METHODIST CHURCH

## Tangible Fixed Assets Cost or valuation

	Church buildings and other property	Other land & buildings	Other fixed assets, including motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	
Balance brought forward				52959.74		52959.74
Additions						
Revaluations						
Disposals						
Transfers *						
Balance carried forward				52959.74		52959.74

## Accumulated depreciation

**Basis	SL or RB	SL or RB	SL or RB	SL	SL or RB	
** Rate				25%		
Balance brought forward				52959.74		52959.74
Depreciation charge for year						
Revaluations						
Disposals						
Transfers*						
Balance carried forward				52959.74		52959.74

## Net book value

Brought forward				0.00		0.00
Carried forward				0.00		0.00

\* The "transfers" row is for movements between fixed asset categories.

## Investment assets

	Market value at year end	Income from investments for year
	£	£
Investment properties	NIL	NIL

## Analysis of investments

Investments listed on a recognised Stock Exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	44581.04	720.37
Securities not listed on a recognised Stock Exchange		
Cash held as part of the investment portfolio		
Other investments		
<b>Total</b>	<b>44581.04</b>	<b>720.37</b>

## Change in investment values

Carrying (market) value at beginning of year	50640.30
<b>Add:</b> additions to investments at cost	
<b>Less:</b> disposals at carrying value	
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-6059.26
Carrying (market) value at end of year	44581.04

# Loans

## KEYNSHAM METHODIST CHURCH

Source	Purpose of loan		Amount brought forward	New borrowings	Loan interest	Repayable in the year	Balance at year end
Totals							
Repayment due by			Totals				

# Endowment Funds

Endowment Name	How the capital is invested	The current value of the capital	Annual income	What the income was used for
Anonymous Gift (17045)	Trustees Interest Fund	1400.00	1.26	In accordance with the gift
Stickler Gifts (11129A)	Mngd Fixed Int & Trustees Interest Fund	25380.99	138.84	Unrestricted General Fund
Bequest (8168)	Managed Mixed & Trustees Interest Fund	15202.09	347.50	Unrestricted General Fund
Totals		41983.08	487.60	

# Restricted Funds

Restricted Fund Name	Opening Balance	Incoming Resources	Resources Expended	Transfers	Gain/Loss	Closing Balance	Purpose of the fund
Trust 11129 Various Bequests and Gifts	98,876.87	5,459.00	16,687.55	-3,155.88	-1,472.70	83,019.74	In accordance with the terms of the gifts etc.
External Charities	8,117.42	12,658.47	9,383.11			11,392.78	Awaiting payment to charities
Other Church Organisations	3,416.99	8,804.13	6,415.91			5,805.21	For use by the various organisations of Keynsham Methodist Church
Interest and Investment Income from Restricted Funds		325.95		-325.95		0.00	
Totals	110,411.28	27,247.55	32,486.57	-3,481.83	-1,472.70	100,217.73	

Further funds were drawn down from the John White Fund to finance a boiler replacement

## 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

Date

8th February 2023

Name

Neil Quilter BSc

Address

8 Manor Road, Keynsham, Bristol BS31 1RG

### Presentation to the Keynsham Methodist Church Council for approval.

I confirm that the Accounts were presented to the Church Council meeting on 21 February 2023

Signature of the Chair of the meeting

Name of the Chair of the meeting

Reverend John Hayes

Date

21st February 2023

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

KEYNSHAM METHODIST CHURCH

### This Report is on the Church Accounts for the year ended 31st August 2022

#### 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:

(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;

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature

Hilary Gordon Nash, FCA  
75 Manor Road  
Keynsham  
Bristol, BS31 1RE

Date

18th February 2023