

CULCHETH METHODIST CHURCH

Charity Number 1129901
Ellesmere Road, Warrington. WA3 4BS

TRUSTEES' ANNUAL REPORT 1st SEPTEMBER 2019 to 31st AUGUST 2020

TRUSTEES WHO MANAGED THE CHARITY DURING 2019-20

Trustee Name	Office(s) which relate to ex-officio membership	Dates acted (if not for whole year)	Name of body entitled to appoint trustee
Vivienne Smith	Presbyter and Chair		Ex Officio
Viv Briney	Steward, Secretary to Pastoral Committee		Ex-officio
Linda Fish	Circuit Steward Representative	From 19/11/2019	Ex-officio
Dave Briney	Steward		Ex-officio
David Ogilvy	Steward		Ex-officio
Ashley Hutchinson			Trustees
Janette Hutchinson			Trustees
Jane Bushby			Trustees
Roddy Marr	Church Property Steward		Ex Officio
Elizabeth Soehren	Steward		Ex Officio
Elsbeth Brighton	Treasurer		Ex-officio
Daphne Eastburn			Church Meeting
Amy Driver	Steward		Ex Officio
Alex Laing			Church Meeting
Christine Pathmarajah			Church Meeting
Dave Soehren			Trustees
Julie Mainwaring			Church Meeting
Elizabeth Ann Marr			Church Meeting
Phil Harrison			Church Meeting

NAME AND ADDRESSES OF ADVISERS CONSULTED BY THE TRUSTEES

Platt and Fishwicks. Solicitors
The Old Bank, 47 King Street, Wigan WN1 1DB

Pye Design. Architects.
29 Market St Hindley, Wigan WN2 3AE

STRUCTURE, GOVERNANCE AND MANAGEMENT

Description of the charity's trusts;

The governing document is the Deed of Union (1932) and Methodist Church Act (1976) and the charity is constituted by Act of Parliament. Some trustees are ex-officio, up to 15 are appointed by the existing trustees and up to 15 may be appointed by the General Church Meeting

Induction and Training for Trustees

A range of guidance produced by the Charity Commission and the Methodist Connexion is issued to new trustees including the leaflet 'The Role of a Trustee in the Methodist Church' and they are offered the support of the Meeting Secretary. They also receive a copy of the previous year's audited accounts and key policies such as Safeguarding of Children and Vulnerable Adults.

Structure.

The Church is part of the Leigh and Hindley Circuit which in turn is part of the Bolton and Rochdale Methodist District and is accountable to the Methodist Conference. The Trustees work together in the Church Council which has leadership and oversight of all aspects of the Church's work. From time to time specific responsibilities are delegated to the Stewards.

Identification and Management of Risks

A major risk to the Church is its **financial viability**. This remains so even though the church has successfully completed a major updating building project as part of the "The Well Project". During the successive periods of lockdown and covid restrictions the church has been closed from March to the end of the year so there have been many months when the church has been able to carry out some of the activities, including social events and room hire, and so has foregone significant elements of its normal income. While many in the congregation have given generously to compensate for this, and cleaning staff have been furloughed for some of the time, the financial prospects of the church remain unpredictable.

As mentioned above this year saw the completion of the major project dedicated to expanding the church's mission and community service known as "The Well Project". This project was funded by the church members and grants from outside agencies. Some funding challenges arose during the latter part of the project, particularly the unexpected notification that the church's fire escape did not conform to the current requirement which required costly mandatory work to be done. In managing the unexpected expenditure it was essential that grant monies were only used in the funding stream for which they had been granted, that any funding shortfall was quickly identified and, if necessary, any additional

monies were raised. This challenging period coincided with a period without a Treasurer followed by an appointment which was unexpectedly short term.

The key risk management actions put in place were the;

- reappointment of the church's previous, very experienced Treasurer whose work then enabled the Trustees to fully understand the situation, ensure all funders' grant criteria was met and any shortfall was met.
- decision that no expenditure at all can be made without the express authority of the Treasurer

The Church is seen by the community as a safe place and many young people and vulnerable adults are members or use its facilities. The controls to manage any risk to them include:

- Application of the statutory procedures for the Safeguarding of Children, Young People and Vulnerable Adults.
- Annual updating of the church's safeguarding policy using the model recommended by the Methodist Church.
- Mandatory training sessions for those involved in work with children and vulnerable adults.
- Appointment of a safeguarding coordinator who has access to the trustees and to advice from the Connexion's professional Safeguarding Officers.
- Mandatory Safeguarding reporting to the trustees at every Council meeting

Health and Safety (H&S) is a major risk for the church especially those issues related to Covid19 Trustees' responsibilities are wide and extend to church members, worshippers and the many community groups which use the building. Risk management initiatives include;

- The routine annual inspection of the building and safety arrangements
- The determination of a cautious "safety first" approach to reopening the building.
- The appointment of a Covid Champion supported by a small group to manage all health and safety implications of the pandemic. Using national Methodist models, local knowledge and local Covid requirements a building reopening strategy and risk assessment was drawn up for approval by the trustees.
- That all user groups must draw up a risk assessment for their use of the building in line with the church's own This must be approved by the Trustees before they can restart in the church

At the close of the year the building remained closed for all purposes except the pre school reopened in line with government policy and agreed safety requirements.

The Church is subject to the requirements of the General Data Protection Regulations (GDPR). In previous years it has agreed a policy in line with national Methodist model and significant work was undertaken to ensure that the requirements of the Act are being met. Risk management includes;

- The trustees' commitment to an annual review of the policy. They have been informed that it was not conducted in this current year due the Covid closure but they have ensured that all official church role holders are aware of the requirements and are active in implementing them in the church's everyday activities.

In previous years the Trustees identified a risk to quality governance because of the reducing number of members who were willing to become trustees meaning that there was

an in-balance in the Council and decision making between the number of trustees and ex officio trustees (ie role holders). Last year, to manage the risk, the Council as a single collective body took more management responsibility to itself rather than delegating to role holders. Whilst the risk itself has lessened as a better balance of trustees has now been appointed this more "hands on approach" has served the Council well in dealing with the financial and other challenges of this Covid affected year. Trustees will keep their mode of operation under review.

OBJECTIVES AND ACTIVITIES

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

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 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.

Summary of the main activities undertaken for the public benefit in relations to the Charity's objects.

Whilst this Covid affected year has had an impact on the public benefit activities of the church we have continued community support activities wherever possible. We can, therefore, confirm that the trustees have had regard to the Charity Commission's guidance on public benefit.

- The church's pastoral support system, essential shopping "keeping in touch" activities have included members of the local community not just church members.
- The church joined in the national initiative "Your Neighbour" helpline and the availability of this service was widely advertised to the local community
- The church provided one of the biggest collection of items needed by the community hub in Warrington
- Contributions to the Circuit's Food Bank continue in cash rather than food
- There have been activities with local care homes such as the provision of personalised gifts for residents
- The church funds a Youth Worker who is active in the local high school who value her input to the curriculum and her support and mentoring of young people. She is also active on the streets of Culcheth and works with the MADCulcheth community youth club which the church hosts each week and for which it also provides some volunteer leaders. Her work has been adapted to online so that vulnerable young people continue to have a source of support during the pandemic.
- Great effort has been made to progress the church's plan for a community garden where (national Covid rules permitting) people can meet and chat especially those who may be isolated.

Regular community services continued before building closure and will resume as soon as possible. These include

- Weddings, funerals and baptisms regular acts of worship which are open to all people without charge including an annual memorial service which is widely advertised and parade services for uniformed organisations.,
- Three weekly coffee shops and craft activities which are open to all in the community and are aimed particularly at older people who may be isolated.
- Sessions of worship and activities in a local residential home for all residents who wish to participate.
- Liaison with a local primary school hosting special services such as harvest and making the church available to it as a place of refuge in the event of an emergency.
- Financial support, including to non-church members, in their charitable work, such as making grants available to Guides going to India
- Offering opportunities for young people to think about faith and spiritual matters through a fortnightly group "Explore"
- Offering Family Fun days open to all such as during the Community's Christmas Markets.
- Providing volunteers for youth activities taking place in the High School and offered summer holiday activities, including the "Eden Bus" and climbing wall, on the Village Green for all young people.
- Providing premises for and contributes to the local community's annual charitable fundraising events at Christmas and on Community Day
- Offering important social activities such as a fortnightly Meeting Point which has excellent topical speakers and arranges visits to local places of interest and a Supper Club
- Making premises available at fair rates to local community groups such as, Tuesday Tots and the Thursday Club which is a meeting point and luncheon club for people who have a disability.
- Running a walking group (open to all the community) which also raised money for Action for Children
- Through its work for World Mission including monthly offerings providing monies for non-faith charitable activities at home and abroad
- Provides volunteers for the local community's Christmas Post Service
- Hosting a community Christmas Toy Service which collects many gifts for children in the care of the charity "Action for Children"
- Providing quiet space for people to reflect and or pray on topical issues.

Summary of the main activities undertaken in relations to other aspects of Charity's objects.

This has been a challenging year calling for new ways of being church, of worshipping and discipleship, of keeping everyone connected and supported. Work and achievements include:

- Through phone calls and socially distanced end-of-the-garden chats, lots of praying, crafting and other mutual support the community has been strengthened. The building may have been closed, but our congregation and community continued regardless.
- Technology enabled Rev Viv to create the brilliant daily podcasts that have been so encouraging for us, and for us to hold our weekly phone-in Sunday service, which

- gets around 180 households calling in each week from the Leigh & Hindley and Liverpool North circuits.
- There have been Zoom calls, and a new Facebook group with 62 members, many of whom are not part of our Sunday morning congregation in "normal" times. All of these have been a blessing.
- The completion of the Well Project's "Welcome Space" is a wonderful transformation of our church. It has given us a lovely welcoming, open meeting spot, used by church and other user groups who can see that God is at the centre of everything we do.
- September 2019 saw us welcome Hannah, our Youth Worker. Whilst she is focussed on young people her faith and commitment to God has been a model of discipleship and a gift to us all.
- When the Covid rules allowed small group meetings the Church created "Getting Together Groups" meeting in gardens allowing us all to share our faith and build each other up, in a safe way. This is an exciting "new normal". Early Methodism was built around small groups or cells, and if faith spreads person-to-person, a bit like a virus, we are hoping this could be "infectious".

FINANCIAL REVIEW

The Accounts and Independent Auditor's statement are appended together with the Reserves Policy. The Council worked vigorously during the year successfully seeking an increase in regular committed giving and also held a Gift Day aiming to ensure balances, once fully restored, remain at the necessary level after careful assessment of need to fund major repairs in next five years. The General Fund at the end of the financial year 2019/20 (at £22,484) while dedicated gifts held for specific purposes stood at £25,071. The main projects to be supported from these dedicated gifts once the final payments have been made on the Well Project works are the funding of a youth worker (£17,272 in hand) and the creation of a community garden (£1,190 held). Further fund raising to support the continued employment of the youth worker will continue for the foreseeable future.

The Accounts were approved at the Council's meeting on 17th March 2021

The Reserves policy was approved by the Council at its meeting on 17th March 2021

LEGAL OBLIGATION

The Trustees confirm that they are aware of their obligations with regard to the reporting of critical incidents.

The trustees declare that they have approved their report above at the Council's meeting on 17th March 2021

Signed on behalf of the charity's trustees:



Reverend Katharine Bland
Chair

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Culcheth Methodist Church

FOR THE YEAR ENDED

31 August 2020

Leigh & Hindley	Circuit	Circuit No	06/07
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Registered Charity - Registration number

1129901 (England)

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 that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

REV VIVIENNE SMITH

Church Stewards:

AMY DRIVER

DAVID OGILVY

VIVIANE BRINEY

DAVID BRINEY

ELIZABETH SOEHREN

Treasurer:

ELSPETH BRIGHTON

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

Culcheth Methodist Chu

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year		Totals last year
RECEIPTS	Note	£	£	£		£
Offerings and Tax recovered		37,175.57	959.00	38,134.57		46,235.82
Bank, CFB interest, and Investment income		193.99	0.00	193.99		230.86
Lettings		7,751.00		7,751.00		11,155.00
Grants and dedicated gifts		40,791.32		40,791.32		3,346.10
Other receipts		18,801.95		18,801.95		7,739.37
TOTAL RECEIPTS		104,713.83	959.00	105,672.83	(a7)	68,707.15

SECTION B						
PAYMENTS						
Circuit Assessment or Share		42,807.20		42,807.20		41,932.67
Donations		0.00		0.00		440.00
Repairs and Maintenance - Normal		1,615.64		1,615.64		3,111.97
Repairs and Maintenance - Well Project		29,293.98		29,293.98		3,174.00
Utilities (Inscas, water rates, heating & lighting)		7,972.17		7,972.17		7,785.91
Employment Costs - inc Grant Funded		8,835.04	13,397.32	22,232.36		13,801.58
Other payments		3,309.28		3,309.28		3,565.51
TOTAL PAYMENTS		93,833.31	13,397.32	107,230.63	(b9)	73,811.64

SECTION C						
NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	10,880.52	(12,438.32)	(1,557.80)		(4,304.49)
Total funds brought forward from last year		44,665.05	4,564.42	49,229.47		53,533.96
Sub total	(c1+c2)	55,545.57	(7,873.90)	47,671.67		49,229.47
Transfers and adjustments		0.00	0.00	0.00	(c8)	0.00
TOTAL FUNDS AT END OF YEAR	(c3+c4)	55,545.57	(7,873.90)	47,671.67	(c7)	49,229.47

SECTION D						
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO OTHER EXTERNAL ORGANISATIONS						
(these amounts are not to be included in total receipts/payments figures above)						
Balance brought forward from last year				0.00		0.00
Offerings/Gifts - received for external organisations				746.99		876.95
Offerings/Gifts - passed to external organisations				746.99		876.95
BALANCE STILL TO BE PAID	(d1+d2-d3)			0.00		0.00

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 Church and its Internal Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
			0.00	0.00	0.00	0.00
			0			0.00
			0			0.00
			0			0.00
			0			0.00
			0			0.00
			0			0.00
Sub total of Internal Organisations funds	0.00	0.00	0.00	0.00	0.00 (e11)	0.00 (e12)
Church accounts (totals brought forward from page 2 - totals column)	105,672.83 (a7)	107,230.63 (b9)		0.00 (c8)	49,229.47 (c6)	47,671.67 (c7)
TOTAL CASH FUNDS HELD BY CHURCH	105,672.83	107,230.63		0.00	49,229.47 (x)	47,671.67 (y)

Continue on a separate sheet if necessary and bring the totals forward

TOTAL RECEIPTS	TOTAL PAYMENTS
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SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2020**

	OPENING BALANCES	CLOSING BALANCES
Cash in hand	36.00	116.45
Bank Current Account	23,857.90	17,332.86
Bank Deposit Account	0.00	0.00
Central Finance Board	25,335.57	30,222.36
Trustees for Methodist Church Purposes	0.00	0.00
Other Funds	0.00	0.00
Liabilities	0.00	0.00
SUB TOTAL - Church accounts	49,229.47 (c6)	47,671.67 (c7)
Total funds held by Internal Organisations (the closing balance total from above) (e12)	0.00 (e11)	0.00 (e12)
TOTAL CASH FUNDS HELD BY CHURCH	49,229.47 (x)	47,671.67 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2019	At 31 August 2020
Investments (include Endowments)		
Buildings (see notes re Insurance value)	2,052,271.00	2,105,635.00
Other Assets		
Loan(s) - show amount outstanding at year end		
Other Liabilities		

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

4/4/21

Name

Dr Elspeth Brighton

Address

32 Wadeson Way, Croft, Warrington, WA3 7JS

Presentation to the Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on

17/8/21

and were approved.

Signature of the Chair of the meeting



Name of the Chair of the meeting

REV KATHARINE BLAND

Date

26/4/2021

Independent Examiner's Report to the Trustees of the

Culcheth Methodist

Church

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

2020

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;

(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 Thomas H McComb B.Acc CA

Signature Thomas H McComb B.Acc CA

Relevant Professional qualification or body
B.Acc CA

Address 31 Doxford Close, Culcheth, WA3 4DL

Date 23 March 2021

RESERVES POLICY of

Culcheth Methodist Church Council

1.	General Funds held at Y/E 31/08/2020	£22,600.36
2.	Restricted Funds held "	-
3.	Designated Funds held "	£25,071.31

4. Reserves policy for General Funds

CMC General Fund: We aim ideally to hold in reserve at the start of the financial year sufficient money in our general fund to cover 6 month's expenditure i.e. £33,400 approximately. This is to ensure that we can always

- pay our contribution to the circuit each quarter
- meet our usual running costs including payments to staff
- deal with routine maintenance and unplanned urgent property repairs
- undertake planned repairs identified in the quinquennial property survey

despite the fact that some large elements of income such as reclaimed tax only occur once each year. When the General Fund holds more than is required to cover 3 months expenditure the excess will be held in a Central Finance Board CMC General account. The General Fund at the end of the financial year 2019/20 (at £22,600.36) was below the ideal level. Council has vigorously pursued an increase in committed giving to ensure balances, once fully restored, remain at the necessary level after careful assessment of need to fund major repairs in next five years. This improved general balances in 2019/20 by nearly £4,000 but loss of income from social events and efforts during lockdown limited the restoration of balances more fully.

5. Policy for Designated and Restricted Funds

- **CMC Youth Work Fund (Designated).**

CMC undertakes youth work in the community and continues to receive Circuit funding to support this work. The resources in the fund at the end of 2019/20 financial year stood at approximately £17,272. The money is being used to fund a youth worker as part of the Well Project.

- **CMC Property Grant Fund (Restricted and Designated)**

This Fund is intended to hold grants awarded for the improvement and refurbishment of the church buildings and surrounding land, and for initiatives to benefit the local community. As these grants are usually awarded for specific projects they are normally spent shortly after they are received. However, to ensure clarity on the restricted nature of these funds awards are deposited in the Central Finance Board CMC Property account. At 31 Aug 2020 £7,800 was held here and this sum should be sufficient to complete the key remaining property elements of the Well Project.

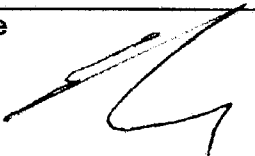
- Modest amounts are also held for the **Benevolence Fund**.

6. Terms relating to Endowment Funds held

N/A

This Reserves Policy has been approved by

Culcheth Methodist Church Council(*Church Council/Circuit Meeting ☐/District ☐)

Treasurer	Trustee
Full name Dr Elspeth Brighton	Full Name REVD KATHARINE BLAND
Signature 	Signature 