

CULCHETH METHODIST CHURCH
Charity Number 1129901
Ellesmere Road, Warrington. WA3 4BS
TRUSTEES' ANNUAL REPORT
1st SEPTEMBER 2020 to 31st AUGUST 2021

TRUSTEES WHO MANAGED THE CHARITY DURING 2020-21

Trustee Name	Office(s) which relate to ex-officio membership	Dates acted (if not for whole year)	Name of body entitled to appoint trustee
Rev Katharine Bland	Presbyter and Chair		Ex Officio
Viv Briney	Steward, Secretary to Pastoral Committee	Resigned 27/4/2021	Ex-officio
Linda Fish	Circuit Steward Representative	Resigned 18/6/2021	Ex-officio
Dave Briney	Steward	Resigned 27/4/2021	Ex-officio
David Ogilvy	Steward		Ex-officio
Ashley Hutchinson			Trustees
Janette Hutchinson	Secretary of the Pastoral Committee		Ex Officio
Jane Bushby		Resigned 31/8/2021	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
Christine Pathmarajah			Church Meeting
Dave Soehren			Trustees
Julie Mainwaring			Church Meeting
Elizabeth Ann Marr			Church Meeting

Phil Harrison			Church Meeting
Rachel Slater	Steward	Appointed 17/3/2021	Ex Officio
David Slater	Steward	Appointed 17/3/2021	Ex Officio

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. They can seek the advice of the Chair or Council Secretary at any time and have the professional resources of the national church to call upon.

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 there have been many months when the church has been unable 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 in last year's report, after a short term Treasurer appointment, a previous very experienced Treasurer was reappointed to help "steady the ship" and she continued in

post for this financial year. This gave trustees greater clarity as to the church's actual position and that grant monies were being correctly used. Under her leadership the church stabilised its position somewhat, unfortunately her appointment had to end at the end of the financial year.

The key risk management actions put in place during the year were the;

- appointment of a new Treasurer before the end of the year to enable a handover period..
- continuation of the policy that that no expenditure could be made without Council discussion and the express authority of the Treasurer
- financial reporting to every Council Meeting

A further risk is **Safeguarding** of young people and vulnerable adults who are members or use the church's facilities. The controls to manage any risk to them include:

- Application of the statutory procedures relating to churches for the Safeguarding of Children, Young People and Vulnerable Adults such as Disclosure and Barring checks
- Annual updating of the church's safeguarding policy using the model recommended by the Methodist Church.
- Following the Procedures and practices laid down 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. The group produced requirements for safety procedures which have been updated as circumstances and lockdowns developed.
- 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 was open for worship (socially distant and masked), was being used by the pre-school and there was some limited use by the uniformed organisations. There was little church fellowship taking place in the building.

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 operation of the policy. In the year a desk review was undertaken by the Safeguarding Officer working to a format issued by the District champion for GDPR. This was discussed by the trustees.

Whilst some omissions were identified these were not major and overall the church was judged to be aware of and trying to follow the requirements. It is planned that, as activities return more to normal, in 2021 to 2022 attention will be given to addressing the shortcomings.

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 trustees elected by the members were outnumbered in decision making by ex officio trustees (ie role holders). Council put some specific actions in place to address the risk. Since then Council membership has stabilised and trustees have become more experienced and collegiate. However the decision made in 2019-20 that the Council as a single collective body should take more management responsibility to itself rather than delegating to role holders has been successful and will continue. The trustees have felt able to reduce the number of meetings.

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 RELATION TO THE CHARITY'S OBJECTS.

Whilst this Covid affected year has had a significant 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. There have been many acts of kindness and support, both big and small, that made sure everyone felt supported. The Prayer blanket ministry has been busy, with gifts delivered to many people in our wider community and outreach in our local care home.
- The church funds Hannah a Youth Worker who is employed by "Youth for Christ", Hannah 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 in which activity she works with volunteers from our and other churches. Her work has continued online where necessary so that vulnerable young people continue to have a source of support during the pandemic. The church supported Hannah's summer activities for the young people of the village through monies and volunteers

- The long planned community garden has become a reality and has been a source of great pleasure, learning and garden produce to the community especially those living in retirement apartments close to the church who do not have a garden and those who live alone. Donations from MAD Culcheth a youth club (now closed) that used to use the church and another person enabled benches to be provided so that there is seating which is often in use by neighbours and passers-by. The children and families of preschool and the uniformed organisations have been involved in the garden which was a part of the Community Open Gardens Walk held in the summer 2021 to raise monies for the church and the local Hospice. Many people visited and chatted to the church gardeners. £6,000 was shared between the two charities
- The weekly online/ telephone worship services have continued even when the church was open enabling the housebound and vulnerable to participate and these sometimes involve attract people who would not normally be part of our congregation
- The church has been made safer for our and wider community use by installation of new fire alarm and more comfortable by the installation of a new heating system and refreshment area in the Welcome area which is open to all
- Although we have not been able to have our usual charitable collections this last year, we have found other ways to help; people contributed generously to the Helping Hands food hampers at Christmas and many gifts were given to Action for Children The Food bank has been supported in different ways as we were not open for the usual collection of items. We also contributed to the All We Can “on your bike” appeal, and Christian Aid week.
- For Remembrance the Scouts created a stunning poppy display using the church windows which was enjoyed by the community. This inspired the church to other displays including “stars at Christmas”, “the Hope of Easter” where the community was asked to contribute pictures, crafts, words, poems and prayers. This lifted the spirits of those who contributed or enjoyed seeing the displays.
- The church is open to all for weddings, funerals and baptisms as, of course, is its worship and fellowship activities. As part of ensuring that the church is an exclusive safe space for all people during this year the Methodist Conference voted to accept the proposals of the “God in Love Unites Us” report which includes a number of resolutions about relationships. It is now possible for Methodist Churches to register as places for same sex marriage should the trustees wish to do so. The Council and wider church membership have started the conversations which will lead to a Council decision on the matter next year.

FINANCIAL REVIEW

The Accounts and Independent Examiner's statement are appended together with the Reserves Policy. The Council worked vigorously during the year seeking an increase in regular committed giving 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 2020/21 held £20,717, a slight decrease on the previous year, while dedicated gifts held for specific purposes stood at £32,315. The main projects to be supported from these dedicated gifts are the funding of a youth worker (£28,321 in hand) and the creation of a community garden (£1,881). Further fund raising to support the continued employment of the youth worker will continue for the foreseeable future, as will efforts to restore general balances to a more prudent level.

The Accounts were approved at the Council's meeting on 8th February 2022

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 8th February 2022

Signed on behalf of the charity's trustees:



Reverend Katharine Bland
Chair

25/2/2022

Signed by Trustee
J Hutchinson

Janette Hutchinson.
27/2/2022

**CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS**

**THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS**

Culcheth Methodist Church

FOR THE YEAR ENDED

31 August 2021

Leigh & Hindley	Circuit	Circuit No	06/07
----------------------------	----------------	-------------------	--------------

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 KATHARINE BLAND

Church Stewards:

AMY DRIVER

DAVID OGILVY

VIVIANE BRINEY

DAVID BRINEY

ELIZABETH SOEHREN

Treasurer:

ELSPETH BRIGHTON

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

Culcheth Methodist Church

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year		Totals last year
RECEIPTS	Note	£	£	£		£
Offerings and Tax recovered		48,200.58	0.00	48,200.58		38,134.57
Bank, CFB interest, and Investment income		41.27	0.00	41.27		193.99
Lettings		8,500.00		8,500.00		7,751.00
Grants and dedicated gifts		5,441.00	32,750.00	38,191.00		40,791.32
Other receipts		24,547.43		24,547.43		18,801.95
TOTAL RECEIPTS		86,730.28	32,750.00	119,480.28	(a7)	105,672.83

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year		Totals last year
PAYMENTS		£	£	£		£
Circuit Assessment or Share		42,807.20		42,807.20		42,807.20
Donations		0.00		0.00		0.00
Repairs and Maintenance - Normal		1,500.60		1,500.60		1,615.64
Repairs and Maintenance - Grant funded		21,443.37	17,413.44	38,856.81		29,293.98
Utilities (Inscos, water rates, heating & lighting)		4,228.70		4,228.70		7,972.17
Employment Costs - inc Grant Funded		13,677.75	11,871.99	25,549.74		22,232.36
Other payments		1,696.69		1,696.69		3,309.28
TOTAL PAYMENTS		85,354.31	29,285.43	114,639.74	(b9)	107,230.63

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year		Totals last year
NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	1,375.97	3,464.57	4,840.54		(1,557.80)

Total funds brought forward from last year		43,443.93	4,227.74	47,671.67		49,229.47
--	--	-----------	----------	-----------	--	-----------

Sub total	(c1+c2)	44,819.90	7,692.31	52,512.21		47,671.67
------------------	---------	-----------	----------	-----------	--	-----------

Transfers and adjustments		0.00	0.00	0.00	(c8)	0.00
---------------------------	--	------	------	------	------	------

TOTAL FUNDS AT END OF YEAR	(c3+c4)	44,819.90	7,692.31	52,512.21	(c7)	47,671.67
-----------------------------------	---------	------------------	-----------------	------------------	------	------------------

SECTION D		Unrestricted Funds	Restricted Funds	Totals this year		Totals last year
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				200.00		746.99
Offerings/Gifts - passed to external organisations				200.00		746.99
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 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 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)	119,480.28 (a7)	114,639.74 (b9)		0.00 (c8)	47,671.67 (c6)	52,512.21 (c7)
TOTAL CASH FUNDS HELD BY CHURCH	119,480.28	114,639.74		0.00	47,671.67 (x)	52,512.21 (y)

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

TOTAL RECEIPTS	TOTAL PAYMENTS
-----------------------	-----------------------

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2021

	OPENING BALANCES	CLOSING BALANCES
Cash in hand	116.45	0.00
Bank Current Account	17,332.86	22,805.78
Bank Deposit Account	0.00	0.00
Central Finance Board	30,222.36	29,706.43
Trustees for Methodist Church Purposes	0.00	0.00
Other Funds	0.00	0.00
Liabilities	0.00	0.00
SUB TOTAL - Church accounts	47,671.67 (c6)	52,512.21 (c7)
Total funds held by Internal Organisations (the closing balance total from above) (c12)	0.00 (e11)	0.00 (e12)
TOTAL CASH FUNDS HELD BY CHURCH	47,671.67 (x)	52,512.21 (y)

SECTION G

OTHER ASSETS and LIABILITIES

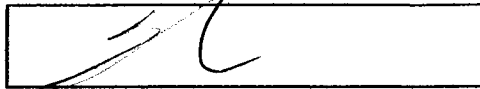
	At 1 September 2020	At 31 August 2021
Investments (include Endowments)		
Buildings (see notes re Insurance value)	2,105,635.00	
Other Assets		
Loan(s) - show amount outstanding at year end		
Other Liabilities		

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

4/2/22

Name

Dr Elspeth Brighton

Address

32 Wadeson Way, Croft, Warrington, WA3 7JS

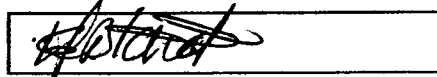
Presentation to the Church Council for approval.

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

8/2/2022

and were approved.

Signature of the Chair of the meeting



Name of the Chair of the meeting

K.J. Band Rev

Date

8/2/2022

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

2021

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 Mc Comb

Signature Thomas H Mc Comb B. Acc CA

Relevant Professional qualification or body
CA

Address 31 Doxford Close, Culcheth WA3 4DL

Date 29 Jan 2022

RESERVES POLICY of

Culcheth Methodist Church Council

1.	General Funds held at Y/E 31/08/2021	£20,717
2.	Restricted Funds held “	£ 7,692
3.	Designated Funds held “	£24,623

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. £32,000 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 2020/21 (at £20,717) was well 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 work limited the fall in general balances in 2020/21 to just under £2,000 but loss of income from social events and efforts during lockdown limited the scope to restore balances.

5. Policy for Designated and Restricted Funds



- **CMC Youth Work Fund (Restricted and 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 2020/21 financial year stood at approximately £28,321. 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 2021 £3,475 was held here, the majority of which will be used to help create a community garden.
- 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 Rev Katharine J Bland
Signature 	Signature 
27/2/22	