

**CULCHETH METHODIST CHURCH**  
Charity Number 1129901  
Ellesmere Road, Warrington. WA3 4BS  
**TRUSTEES' ANNUAL REPORT**  
**1st SEPTEMBER 2022 to 31st AUGUST 2023**

**TRUSTEES WHO MANAGED THE CHARITY DURING THE YEAR**

<b>Trustee Name</b>	<b>Office(s) which relate to ex-officio membership</b>	<b>Dates acted (if not for whole year)</b>	<b>Name of body entitled to appoint trustee</b>
Rev Katharine Bland	Presbyter and Chair		Ex Officio
Thomas Martin	Circuit Steward Representative		Ex-officio
David Ogilvy	Steward		Ex-officio
Ashley Hutchinson			Church Meeting
Janette Hutchinson	Secretary of the Pastoral Committee		Ex Officio
Roddy Marr			Church Meeting
Elizabeth Soehren	Steward		Ex Officio
Daphne Eastburn			Church Meeting
Amy Driver	Steward		Ex Officio
Christine Pathmarajah			Church Meeting
Dave Soehren		Resigned 2 <sup>nd</sup> July 2023	Trustees
Julie Mainwaring			Church Meeting
Elizabeth Ann Marr			Church Meeting
Phil Harrison			Church Meeting
Joyce Daniels		Appointed 2 <sup>nd</sup> July 2023	Church Meeting
Susan Carol Sherratt	Treasurer		Ex Officio

## **NAME AND ADDRESSES OF ADVISERS CONSULTED BY THE TRUSTEES**

None consulted in the year

## **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 or other groups.

The churches of the Circuit work closely together within "hubs" which regularly share worship and fellowship activities. It is hoped that increasingly they may share some governance arrangements. Culcheth works with Glazebury Methodist Church in the South Hub and there are regular joint leadership team meetings.

As all churches and circuits face the same challenges of diminishing congregations and fewer ministers many outside the Leigh and Hindley Circuit are viewing its Hub Initiative with great interest.

### **Identification and Management of Risks**

A major risk to the Church is its **Financial Viability**. This is because we have a reducing membership so reliable regular giving is down and opportunities for fundraising have remained constrained by the availability of volunteers. While many in the congregation have given generously to compensate for this, the financial prospects of the church remain limited and unpredictable.

The Trustees have sought to reduce expenditure with limited spend on non-essential matters and cleaning costs have been reduced by the redundancy of two part time cleaning posts with the work now being undertaken by Volunteers..

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

- continuation of the policy that no major expenditure should be made without the authority of the treasurer with prior Council awareness and, if required, discussion of the need for the expenditure.
- detailed financial reporting and projections to every Council Meeting

- Reduction in non-essential expenditure and the requirement that any non-routine expenditure over £50 should be discussed with the treasurer beforehand
- An increase in lettings fees to user groups

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 and audit 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 possible major area of risk for the church; 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 which includes the input of the church's Safeguarding Officer.
- A quinquennial building audit carried out by an independent body
- The registration of the kitchen with Warrington Borough Council and attendance by volunteers at a Food Safety course
- The attendance by volunteers at a First Aid course
- The requirement that the leaders of all Church events and initiatives draw up a risk assessment for their activity which also includes a safeguarding risk assessment.

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 which is monitored by the District. Some minor shortcomings have been identified and will be addressed.

## **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.**

- The church building is available for booking by community groups and for family parties etc. It is home to a Tuesday Tots gathering (which is supported by church volunteers) and a preschool both of which are much appreciated by the local community. It also hosts Scouts, Guides, Brownies and a yoga group.
- The church's pastoral support system and activities have included members of the local community not just church members. Outreach in our local care home includes craft work as well as worship.
- The community garden continues to be successful as a source of; great pleasure for our neighbours and passers-by, learning for the pre-school children and produce for the community especially those living in retirement apartments close to the church who do not have a garden.
- The church's relatively new welcome area which is open to all is well used. Activities include a monthly Meeting Point gathering with invited speakers, a prayer group and Monday and Saturday Morning Coffee gatherings which are open to and used by the wider community. The space is appreciated by families whose children attend events and the nursery in the church as a welcoming place to gather. During the year there have been various "Warm Space" initiatives to help in the cost of living crisis.
- The church and its community, continues to support the local Food Bank, the Salvation Army Christmas Toy Appeal and Christian Aid week. Its Open Gardens" event attracted visitors from far and wide and raised £5,000 to be split between St Rocco's Hospice and church funds
- The church is open to all for weddings, funerals and baptisms as, of course, is its worship and fellowship activities. Special services such as those for Mother's day, an annual Memorial Service and the Carol Service are well attended and appreciated by the wider community
- The church is the place of refuge for Twiss Green Primary School and hosts their annual carol service
- In the aftermath of the tragic death of Brianna Ghey the church was open for refreshments and support for those attending the Vigil in the village at which our Minister was invited to speak. Lots of people came in to the church including many members of the LGBTQ+ community who were thankful for their warm welcome. The following week the church was open and staffed for people to come for conversation or quiet time and sign a book of condolence which has been given to the family. Relationships are being built with some individuals and groups to whom the church hopes to provide some support in the future
- As in all Methodist Churches office holders have started to undertake mandatory awareness training in Equality, Diversity and Inclusion (EDI) matters in a bid to make our community work and worship activities more affirming and supportive of all.
- In liaison with Youth for Christ and volunteers from other churches we arranged a Youth Mission Day on the village green. This was well attended by a wide range of young people with free food and activities including a football cage and crafts
- Recognising the different needs of our community for support and spiritual and faith matters the church has widened the range of worship and reflection activities to

include Monday morning prayers, "Take Time" and joining in the alternative "18.30" Sunday evening worship as well as continuing "Wine, Women and Wonder". These initiatives serve people from outside the traditional church community.

- With the help of Alzheimer's UK the church has conducted a dementia audit of the property to try to make the building more accessible and safe for those living with dementia. An action plan has been put in place to address some minor improvements.
- The church is exploring funding options to reposition the defibrillator (funded by the Scouts) to an outside wall to make it available to the whole community not just users of the building

Despite the challenges of reducing membership and funds the trustees confirm and demonstrate through these activities that they have had regard to the Charity Commission's guidance on public benefit.

### **FINANCIAL REVIEW**

The Accounts were approved at the Council's meeting on 5th March 2024 together with the Reserves Policy.

These are appended.

### **LEGAL OBLIGATION**

The Trustees confirm that they are aware of their obligations with regard to the reporting of critical incidents and that there have been no such incidents.

**SIGNED ON BEHALF OF THE CHARITY'S TRUSTEES:**



**Reverend Katharine Bland**  
Chair

5<sup>th</sup> March 2024

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

<b>Culcheth</b>	<b>Church</b>
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FOR THE YEAR ENDED  
31 August 2023

<b>Leigh &amp; Hindley</b>	<b>Circuit</b>	<b>Circuit no.</b>	<b>06/07</b>
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**Registered Charity - Charity Registration number**

1129901

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

Minister:

Revd Katharine Bland
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Church Stewards:

David Ogilvy
Amy Driver
Elizabeth Soehren
Joyce McComb

Treasurer:

Carol Sherratt
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SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	<b>Note</b>			
a2	Offerings and Tax recovered	52,586		<b>52,586</b>	54,746
a3	Bank and CFB interest and Investment income	1	187	<b>687</b>	95
a4	Lettings	12,013		<b>12,013</b>	11,711
a5	Other receipts	2	7,581	<b>9,188</b>	7,413
a6	<b>TOTAL RECEIPTS</b>		<b>72,367</b>	<b>74,474</b> (a7)	<b>73,965</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	42,807		<b>42,807</b>	42,807
b3	Donations	300		<b>300</b>	
b4	Repairs and Maintenance	4,102		<b>4,102</b>	4,222
b5	Utilities (Insurances, water charges, heating & lighting)	8,250		<b>8,250</b>	8,301
b6	Employment Costs	7,303		<b>7,303</b>	25,337
b7	Other payments	1,346	1,068	<b>2,414</b>	1,958
b8	<b>TOTAL PAYMENTS</b>	<b>64,108</b>	<b>1,068</b>	<b>65,176</b> (b9)	<b>82,625</b>

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	8,259	1,039	9,298		(8,660)
c2	Total funds brought forward from last year		43,842	10	43,852	(c6)	52,512
c3	Sub total	(c1+c2)	52,101	1,049	53,150		43,852
c4	Transfers and adjustments					(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	52,101	1,049	53,150	(c8)	43,852 (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 above)		£		£
d1	Balance brought forward from last year				
d2	Offerings/Gifts - received for external organisations		575		1,090
d3	Offerings/Gifts - passed to external organisations		575		1,090
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>			

## NOTES

### Description

- 1 Restricted Fund Interest relates to Youth Fund
- 2 Miscellaneous Income includes Refund of £1,700 from E.On Credit on Gas account when Contract ceased.

Notes to 2022/2023 Standard Forms



**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 2023 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)	74,474 (a7)	65,176 (b9)	9,298	(c7)	43,852 (c6)	53,150 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>74,474</b>	<b>65,176</b>	<b>9,298</b>		<b>43,852 (x)</b>	<b>53,150 (y)</b>
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 2023**

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	25,558	35,370
f3	Bank Deposit Account		
f4	Central Finance Board	18,294	17,780
f5	Trustees for Methodist Church Purposes		
f6	Other funds		
f7	<b>SUB TOTAL - Church accounts</b>	<b>43,852 (c6)</b>	<b>53,150 (c8)</b>
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	(e11)	(e12)
f9	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>43,852 (x)</b>	<b>53,150 (y)</b>

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

		At 1 September 2022	At 31 August 2023
g1	Investments (include Endowments)		
g2	Land & Buildings (see notes re Insurance value)	2,315,000	2,724,801
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 ..... CULCHETH ..... No. 06/07

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2023 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 ..... S. C. Sherratt ..... Date 9.11.23

Name and address of treasurer MRS S C SHERRATT 85 ANDERSON CLOSE  
PADGATE, WARRINGTON ..... Post Code WA2 0PQ

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2023 ~~were~~ will be\* presented to the meeting of the Church trustees held on 5th March 2024

Signature of the Chair of the meeting ..... [Signature] .....

Name of the Chair of the meeting KATHARINE J. BLAND ..... Date 18.2.24

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

CULCHETH METHODIST ..... Church

Charity Number 1129901

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the CULCHETH METHODIST Church for the year ended 31 August 2023 set out on pages 1 to 5. 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 ... CULCHETH METHODIST ... No 06/07

### 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.

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 Thomas J McComb B Acc CA

Name of independent examiner THOMAS H MC COMB

Relevant professional qualification of independent examiner CA

Name of firm (where appropriate) N/A

Address 31 Doeford Close, CULCHETH

Post Code W43 4DL

Date 14 December 2023

\* delete or circle as appropriate



# RESERVES POLICY

Report on behalf of

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

To

Leigh and Hindley Circuit  
(\*Circuit Meeting/District)

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charity Commission guidance in CC19.

- (i) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s

(iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report

(iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion

(v) Our Report is attached overleaf

\* please delete as appropriate

## To be completed by Receiving Body

The

\*Circuit Meeting/District received the RESERVES POLICY of

\*Church Council/Circuit Meeting/District

Policy accepted and acknowledgement sent to the trustees

YES ☐ / NO ☐

Policy noted and the following enquiries made of the trustees

Responses received and any further action taken

\*Circuit/District

Signatures

.....

Date.....

\* Please delete as appropriate

## RESERVES POLICY of

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

1.	<b>General Funds held at Y/E 31/08/23</b>	<b>£35,370</b>
2.	<b>Restricted Funds held</b> “	<b>£2,564</b>
3.	<b>Designated Funds held</b> “	<b>£15,216</b>

4. **Reserves policy for General Funds**

The Reserves Policy is needed to help smooth payments which are not spread evenly throughout the year, taking into account likely income. Reserves of 6 months expenditure is what has been aimed for in the past. Based on expenditure reported last year, this would be £32,000. (Whilst the cleaners ceased to work during the 2022/2023 year, the redundancy payment was paid out in October 2023, meaning that expenditure for 2023/24 will be similar to 2022/23). The quinquennial inspection is due this summer and reserves will have to be used for any remedial works that are identified. For these reasons the reserves should remain at £32,000.

5. **Policy for Designated and Restricted Funds**

**Any grants received for specific purposes will only be used for those purposes.**

**Youth Work Fund (Designated)** The fund at the end of the year was £14,885. Discussion about how to utilise these funds is with Church Council as a Youth Worker is no longer employed.

**Property Grant Fund (Restricted and Designated)** The fund at the end of August 2023 stood at £2,895. This includes funds for the community garden.

A modest amount is also held for the **Benevolence Fund**.

6. **Terms relating to Endowment Funds held**

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This Reserves Policy has been approved by

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

<b>Treasurer</b>	<b>Trustee</b>
Full name Mrs Susan Carol Sherratt	Full Name KATHARINE J. BLAND
Signature S.C Sherratt	Signature K. Bland