

Trinity Church Council Minutes of the meeting held on 22nd October 2020

Meeting opened in prayer.

Present:

Revd. Peter Rayson, Revd. Louise Morrissey, Sue Groome, Carol Secret, Trevor Daniels, Yvonne Daniels, Margaret Oldham, Jane Spall, Joan Porter, Jenny Watson, Charles Reynolds, Sally Reynolds, Val Woods, June Harmer, Danny Howlett, Val Howlett, Chloe Pearson, Julian Rogers. Edna Earle

Apologies: Paul Gee, Katy Butcher, Janet Ramsden

Members of the Meeting: -

Revd. Peter read the membership list -

Church Secretary: Susan Groome

Property and Finance Committee: Charles Reynolds (Chair), Trevor Phelps (Minute Secretary) Danny and Val Howlett, Alan Amos, Paul Gee, Robert Soanes,

Treasurer: Val Howlett

Asst Treasurer: June Harmer

Charities Secretary: Katy Butcher

Gift Aid Secretary: Jenny Watson

Bookings: Yvonne Daniels

Booking Support team: - Alan Stevens, Paul Gee, Richard Long.

Organists: Heather Cave, Carol Secret.

Communion Stewards: Trevor and Yvonne Daniels, Richard Long

Worship Leaders: Val Woods, Julian Rogers, Val and Danny Howlett, Jeannette Soanes

Baptismal Secretary: Ann Amos

Pastoral Administrator: Elaine Rogers

Pastoral Group Co-ordinator: Sally Reynolds

Pastoral Visitors: Ans Bates, Trevor Phelps, Janet Ramsden, Sally Reynolds, Pat Wall, Rosie Roberts.

Safeguarding Contact: Carol Secret

Safeguarding Group: Yvonne Daniels, Carol Secret, Jenny Watson, Alan Stevens, Trevor Phelps.

Play group Committee: Charles Reynolds (Chair) Val Howlett(Treasurer), Carol Secret, Julian Rogers.

Action for Children Reps: Ann and Alan Amos

MHA Rep: Alan Chittock

Singing Futures: Carol Secret.

Circuit Meeting Reps: Val Howlett, Julian Rogers, Val Woods, Mary Read.

Remembering those who have died in the past year:

Val Prettyman, Ian Prettyman, Ray Allan, Julie Dixon, Alan Smith

Minutes: -

The minutes of the formal meeting held on 6th February 2020 were accepted with corrections.

The notes on the zoom meeting held on 25th June 2020 were accepted.

Matters arising: -

Decisions of the zoom meeting of the 25th June 2020 were ratified and the new members noted then were formally welcomed.

Generous number of 85 members currently on roll Julian would suggest that 16 names need to be taken off as they are friends or adherents – Revd. Peter suggested that this list be presented to Revd. Louise for consideration.

Notice of A.O.B: -

Revd Peter had one item to be mentioned at the end of the meeting

Correspondence: -

No correspondence received.

Reports: -

Finance and Property:

2019 -2020 financial report was presented.

Monies for the toilet refurbishment £23500 ring fenced so what looks like a surplus is actually a £14000 deficit.

£5000 still waiting to be used in November's assessment but there is the possibility of some deferment along with further £9500 until February 2021.

Reserve policy is equivalent of 6 months expenditure but we only have 9 more months of assessment money available. We are currently not covering our assessment although some members have moved to paying by direct debit or post.

New basins have not yet arrived. Issues with colour.

We have invested in a sanitising machine which will help with deep cleaning.

100 squares at £5 each to be sold to provide funds at Christmas.

Retrospective permission was given for the £10000 drawdown from funds in July 2020.

Thanks were expressed to the Treasurer and the property team for all their hard work in these difficult times. It has been particularly problematic without lettings.

Revd. Peter affirmed that circuit had also drawn down money to support struggling churches.

Charles talked about lettings letter requiring social distancing etc – we are prepared as far as we can for church premises to re-open.

In order to cover our assessment each member needs to double their giving – changing giving to standing orders to allow for consistent stream of income. Standing orders ensure regular income.

Safeguarding Update

Safeguarding group met by zoom to look at changes to policy . The report was presented to the meeting with small changes. Yvonne, as part of safeguarding and lettings, will continue to keep records. Posters will be displayed throughout the building and, as soon as the new circuit safeguarding officer is DBS checked, her name will be added.

Discussion on safeguarding in zoom services and we also need to think of those unable to access the internet.

District safeguarding training will take place online.

Everyone is responsible for safeguarding- if you have any concerns at all let one of the safeguarding team know.

The amended safeguarding policy was adopted.

Revd. Louise will need an OFSTED DBS check as she will be working with the playgroup committee.

Is it possible to do the online training in Trinity's building for those with difficulty accessing the internet? Trinity is COVID safe. Could we consider this?

Thanks were expressed to Carol and her team for all their hard work.

GDPR

Nothing to report.

Review of Church life

Senior Steward:

Thanks were given to the stewarding team for all their superb support helping with COVID arrangements - on risk assessments, cleaning and taking responsibility for enabling services to take place on site.

Thanks to pastoral team and other individuals an estimated 130 people are being contacted weekly through the news sheet, conversation and zoom service.

The zoom services have been much appreciated and we will be continuing this alternating with onsite services until the end of next plan in February 2021. We have approx 30 – 40 participants for each service.

Moving onward we are so sorry that Val is stepping down as a worship leader and we express our appreciation for all that she has done.

Zoom Christmas planning meeting for the two services – Christingle and Christmas Eve late service - that we want to have on site will take place next Thursday. Dealing with the numbers that might turn up needs to be considered too.

Music in zoom services has been challenging and we want to thank Jeannette for her singing and look at ways we can purchase a license to share music in service.

Reflective services could also be restarted but in the main worship area rather than in the chapel to allow for social distancing.

Meeting agreed to co-opt another steward -----to be ratified at the next council.

License costs will vary according to size of congregation – Julian will raise at next stewards' meeting.

Revd. Peter noted that COVID positive people can legally attend funerals – this has implications for preparation and implementation of these services.

The constitution requires that an annual church meeting appoint representatives and stewards to the church council – the church council secretary could write to all members and asks for nominations. Alternatively this could be addressed at the February 2021 meeting. Meeting agreed to attempt to have a general church meeting on 4th February 2021 at 11am for necessary business only.

Bookings.

The report was presented. The COVID letter was sent to all regular lettings. An enquiry re: a possible badminton club has been received but the enquirer has decided to leave it at the moment.

Church Life.

Julian said what a delight it was to be joined by members from Corton and South Lowestoft on zoom.

Circuit/ District.

Conference met online and new President Revd. Sonia Hicks and Vice President Barbara Easton were elected for coming year.

Connexion will have to change in future to accommodate changes in charity commission rules.

All churches will have to register with the charity commission – this could be done when a number of small churches merge under a single council. The minimum size of church membership will need to increase for churches to remain viable.

Equality and diversity and inclusive church important. Unconscious bias awareness training will become a requirement for church councils in future.

Holy communion can not currently be celebrated online. A report was commissioned for next conference.

3generate active and this year the youth priority is being environmentally friendly.

Future Planning:

What sort of event should we have to celebrate our 50th year anniversary? Revd. Peter suggested a drive in service.

. A.O.B.

The meeting agreed to Revd. Louise becoming the authorised person for the solemnisation of marriages.

Revd. Peter

Dates of next meetings:-

Thursday 18th February 2021 7:00pm

The meeting closed with the sharing of the Grace.

CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

TRINITY METHODIST CHURCH	Church
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FOR THE YEAR ENDED

31 August 2020

LOWESTOFT & EAST SUFF. METHODIST	14 / 7	
Circuit	Circuit no	

Registered Charity - Charity Registration number

1130417

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:

REV. PETER RAYSON / LOUISE MORRISSEY

Church Stewards:

JULIAN ROGERS	ROSIE ROBERTS
JUNE HARTLER	EDNA EARL
CHARLES REYNOLDS	CHLOE PEARSON
SALLY REYNOLDS	ANS BATES
PAT WALL	GWYN WINTLE
JANET RAMSDEN	VAL WOODS
CAROL SECRET	

Treasurer:

VALERIE HOWLETT

SECTION A			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		Note	£	£	£	£
a1	RECEIPTS					
a2	Offerings and Tax recovered		33 389			
a3	Bank and CFB interest and Investment income		220		32 339	30 000
a4	Lettings		15 962		220	229
a5	Other receipts		5 317	25 065	15 962	20 348
a6	TOTAL RECEIPTS		54 888	25 065	30 382	15 633
					79 953	(a7) 66 210

SECTION B			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	PAYMENTS					
b2	Circuit Assessment or Share		36 956		36 956	36 266
b3	Donations		500	17	517	500
b4	Repairs and Maintenance		11 654	23 67	14 021	14 421
b5	Utilities (Insurances, water charges, heating & lighting)		5 473		5 473	5 810
b6			733		733	604
b7	Other payments		4 107	518	4 625	4 647
b8	TOTAL PAYMENTS		59 423	2 885	62 325	(b9) 60 248

SECTION C			Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(4 535)	22 180	17 628	5 962
c2	Total funds brought forward from last year		62 420	9 017	71 437	(c6) 65 475
c3	Sub total	(c1+c2)	57 885	31 197	89 065	71 437
c4	Transfers and adjustments					(c7)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	57 885	31 197	89 065	(c8) 71 437 (c6)

SECTION D			£	£
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS				
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		14 79	14 65
d3	Offerings/Gifts - passed to external organisations		14 79	14 65
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)		

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 District and connected District Organisations.

INTERNAL ORGANISATIONS		Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	PLAYGROUP						
e2		42104	51929	(9825)		51481	41656
e3	COMMUNITY CAFE						
e4		2799	3363	(564)		1126	562
e5							
e6							
e7	Sub total of Internal Organisations funds	44903	55292	(10389)		52607	42218
e8	Church accounts (totals brought forward from page 2 - totals column)	79953	62325	17628		71437	89065
e9	TOTAL CASH FUNDS HELD	124856	117617	7239		124044	131283
e10	BY CHURCH						
	Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS			(x)	(y)

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2020

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	16733	42354
f3 Bank Deposit Account	34138	35416
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes	19577	9707
f6 Other funds	989	1588
f7 SUB TOTAL - Church accounts	71437	89065
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	52607	42218
f9 TOTAL CASH FUNDS HELD BY CHURCH	124044	131283

SECTION G

OTHER ASSETS and LIABILITIES

At
1 September 2019At
31 August 2020

g1	Investments (include Endowments)		
g2	Land & Buildings (see notes re Insurance value)	2614836	2682828
g3	Other Assets	71047	
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 124174 Methodist Church No. 1417

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2020 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 *G. Hewlett* Date 13.10.20

Name and address of treasurer 11 Shoals Walk Oulton Broad
..... Lowestoft Suffolk Post Code NR33 9HG

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2020 were/will be* presented to the meeting of the Church trustees held on 22/10/2020

Signature of the Chair of the meeting: *[Signature]*

Name of the Chair of the meeting: Revd Peter Raper Date 22/10/2020

Independent Examiner's Report to the Trustees of the

124174 1240157 Church

Charity Number 1130417

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the 124174 1240157 Church for the year ended 31 August 2020 set out on pages 2. to 3. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

* delete or circle as appropriate

Name of Church 121177 Methodist Church No

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 SM

Name of independent examiner STEWART BUCH

Relevant professional qualification of independent examiner FCCA

Name of firm (where appropriate) TUBBS SON GILES & CO LTD

Address 18 CORONATION ROAD

LOWESTOFT SUFFOLK Post Code NR32 1NL

Date 8-10-20

* delete or circle as appropriate

September 2020