

## **Trinity Methodist Church Council Minutes for Thursday 13<sup>th</sup> October 2022**

**Present:** - Rev Martin Keenan, Deacon Linda Kinchenton, Julian Rogers, Sally and Charles Reynolds, Margaret Oldham, Rosemary Roberts, Yvonne and Trevor Daniels, Val and Danny Howlett, Pat Wall, Edna Earl, Paul Gee, Joan Porter, Alan Stevens, Jane Spall, Rita Carter, Molly Jeffries, Jenny Watson, June Harmer, Carol Secret and Sonia Barker (Trevor Carter and David Jeffries attended as non-voting observers).

**Apologies:** Chloe Pearson, Val Woods, Jeanette and Robert Soanes and Janet Ramsden.

**Opening Devotions:** - Rev. Martin Keenan opened with a reading and prayer. The members of the council then all introduced themselves for the benefit of Deacon Linda Kinchenton.

**Membership of the meeting:** Julian read out the list (he can provide this if you need a copy).

**Conflict of Interest:** - nonrelevant to this meeting.

**A.O.B. notification:** items from Val Howlett, Deacon Linda, Sonia Barker. Margaret asked that an additional item to be added to the Agenda entitled Group Reports.

**Minutes of the previous meeting held on the 14<sup>th</sup> July 2022:-** were agreed and signed.

**Matters arising:** - none

**Future Events:** - the Christmas planning meeting has taken place and the notes from it will be available soon.

The main events are as follows-

- Saturday 3<sup>rd</sup> December. - Christmas coffee morning and raffle of hampers
- Thursday 15<sup>th</sup> December - James Paget Hospital Choir concert and mince pies
- Saturday 24<sup>th</sup> December - Christingle Service 4.00pm led by Rev. Martin Keenan.  
Candlelight Service 11.15pm (preacher to be arranged).
- Sunday 25<sup>th</sup> December - joint service at Corton (preacher to be arranged).
- Sunday 1<sup>st</sup> January 2023.- service at Trinity (preacher to be arranged).

Charity Stockings this year in aid of - Parkinson's, Samaritans/Talking Newspaper, Chemo bus and Sunflower Fellowship

**Pastoral update:** - There are no major changes to our set up since the last reports. The current visitors are me (Sally Reynolds), Trevor Phelps, Pat Wall, Rosie Roberts, Janet Ramsden, Ans Bates, Ann Amos and Joan Porter (who focuses on the welfare of the members of Trinity Ladies Group). Between us we have been visiting and/or keeping in contact via phone or correspondence with 12 people and keeping a check on another 7 households (a legacy of the extra folk we were allocated to keep in contact with during lockdown).

It was brought to our attention recently that the congregation didn't necessarily know who the Pastoral Visitors are, should they need to pass on any information to them. There is a poster on the main noticeboard in the vestibule which lists the names of the Visitors and I have updated it recently with the names of the extra Visitors who have joined us. If anyone else feels they may like to explore becoming a Pastoral Visitor and

would like to find out more about what's involved, then please speak to one of the Pastoral Group. As we always say - we all have a role to play in the pastoral care of each other, but any particular concerns or issues should be passed to one of the Pastoral Group or to the Minister and I must say that we have been very heartened to learn that Rev. Martin has visited so many people already and thank him for that.

Sally

Reynolds

**Steward's Report:-** We continue to meet monthly, usually the first Saturday of the month. It was a great pleasure to have Rev Martin join us at our last meeting. Sadly, we have said goodbye to Gill Wintle who has stepped down from Stewarding following her move to Wymondham. We thank her for all her contributions. (A thank-you card was sent to her.)

At the meeting we discuss matters around the church including, our church community, property, worship, events, and safeguarding.

We have decided to maintain zoom services until the end of the next plan period.

We are also trying to focus on our 'dreams' for Trinity following the Methodist Church advice of 'dream, plan, act's. One of the themes that comes up is 'food'.

We are thinking about what steps we could take to reintroduce something like the luncheon club. It is early days yet and no plans in place, but we would welcome offers and ideas from the wider congregation on what else we could do to make this happen or to do something else to build our church family.

A very generous donation from a member at Corton has been offered to help with lighting at the front of church.

Julian Rogers

### **Finance Report:-**

Bank Balance as at 12th October 2022

Current account £19,037.08 minus ring fenced monies -benevolent fund, key deposits, bequests and cafe monies, defibrillator spares, advertising (6,847.66) minus - outstanding cheques: Balance in current account: (true figure) £12,189.42

Business Reserve £58,807.57 The good news is that we continue to hold our own.

Although offerings and bookings are still down since before the Pandemic we will be able to pay for the assessment in November from the current account with some left over for the monthly bills without delving into the Business reserve account just yet.

The good news seems to be that we are getting a few more bookings which will make a big difference to our Income if it continues. Also, cafe is playing a big part in our Income. I do think that this will be the last quarter before we have to draw from our reserves.

Over the next few months we will need to pay out approx. £6,000 - £3,000 for Insurance and Licence, Gas annual service is usually around £1,250, £1,200 utilities, audit fees etc. and on top of that heating. As we have said on many occasions everybody needs to be aware of the heating and lights and turn off when not in use, and also be aware that we are on a water meter. The figures are shown on the statements already given out.

We now have the new dishwasher which was needed mainly for the cafe. I did manage to get a grant of £500 towards it from the Councillors. I am hoping to get grants to enable us to have new cafe flooring early next year. The quote is for £3,040 and I am waiting on trustees to meet for one grant application from The Lord Belstead Charitable trust. I will approach the Councillors early in 2023 before they get a chance to spend their budgets and hopefully we may get the whole amount covered.

The Playgroup numbers are still low. The staff wages were increased to living wage last April as demanded by Methodist District who did give us a grant to help plug the gap

between minimum & living wage. As they are insisting that we maintain the living wage which will be £10.90 an increase of £1 next year, it is going to make a huge difference to the wage bill when the more senior staff have to have their wages increased accordingly. I have applied for a grant from the District again to plug the gap but unfortunately it will still increase the wage bill significantly, something that we really cannot afford. So as our finances stand at the moment we still need to keep our spending to a minimum, especially heating, lighting and water.

A big thank you for all who help to make this possible in such difficult times.

Val Howlett (Church

Treasurer)

**The charities finance schedule was agreed, passed and signed by Rev. Martin Keenan for the Church Council.**

Gift aid has increased a lot. The secret of extracting individual's gift aid details from the Dona machine will be sorted in time for next April.

Thanks were given to the Treasurer for all her hard work.

**Property Report:-** The committee continues to meet via zoom and my thanks to members for their continued support in helping to look after the fabric of the church. As well as myself, members are Val and Danny Howlett, Alan Amos, Paul Gee, Rev Robert Soanes and Martin and the meeting secretary is Trevor Phelps. Each meeting follows a standard agenda format which allows members to raise any concerns that they have been made aware of as well as receiving standard reports on matters such as finance, any accidents or incidents which might have occurred and ensuring compliance with relevant statutory issues such as ensuring safety inspections and services of equipment is carried out.

As will have been noted from the treasurers report a major focus of attention continues to be the revenues and expenses associated with running Trinity. We have re-established a programme of holding working parties to help. These will take place bi-monthly on the second Saturday of the relevant month and advance notice will be given of the next date via the weekly newsletter as appropriate.

I have also had to complete the necessary returns with respect to the condition of the property. This is done via a tick box check list and requires approval from this meeting for it to be forwarded initially to circuit and then onwards to Manchester. Martin has the completed form.

There are no major projects ongoing at the moment but when the weather improves some things flagged up in the Quinquennial report will be addressed.

The heating and lighting costs are part of a fixed deal until 2023.

The annual property report was signed and approved by the Church Council.

A survey has also been done re recycling and environmental issues for circuit >district information.

### **Playgroup:-**

Local authority funding does not cover the cost per child. Funding is based on census days so even if new children join, they will not be included in the funding until the next census date.

The children and staff have had big successes in the Lowestoft in Bloom competition, being awarded several certificates in various categories and the trophy for the best overall Preschool setting. Congratulations are due to all the staff and children.

Thanks also to the committee that support the playgroup.

Charles

Reynolds.

**Café:-** This operates with a rota of teams of volunteers to whom thanks are due. Extra volunteers are welcome. There is a loyal set of customers but also sometimes visitors from Amber Lodge and individuals who might be passing. A meeting will take place soon to establish the processes for reviewing prices etc.

**Safeguarding:** - The Safeguarding Group which comprises Carol Secret, Trevor Phelps, Yvonne Daniels and Jenny Watson meet via Zoom. I am pleased to report that at this point in time we have not had any safeguarding issues and also most people are up to date with their Safeguarding training. We have 1 steward whose is due to update their Foundation Training, by November. It may be possible to get a group together, as some more are due by July 2023, and we could use the Church system to do this online. Carol will update her advanced training. If Val Woods resumes her role as a worship leader she will need to update her DBS check.

I have updated the Safeguarding poster and copies of these will be displayed around the premises.

I would like to take this opportunity to remind everyone that a full risk assessment needs to be carried out before any new activity takes place. I have now produced basic risk assessments for Trinity Singers, Short Tennis, Trinity Ladies Group and the Cafe. These have been given to the group leaders for them to add or remove any relevant points.

We have been asked by the Methodist Church to recognise Safeguarding Sunday on 20th November. The preacher for that day will be asked to make reference to this. The purpose is to raise awareness of Safeguarding among our congregation. We have also been asked to display a LOVE OR ABUSE poster in the Church and also stickers to be displayed in the toilets.

A very important part of this Church Council meeting is to accept the updated Safeguarding Policy. A copy has been sent out with the minutes and agenda. The main changes are on the first page. our original policy mentioned men and women. This is now gender neutral. There is also a more detailed paragraph about vulnerability. A further addition is a paragraph specifying the different types of abuse, the effects on the people concerned and how we as a Church deals with this. Other changes are to the dates, making them relevant to the current year.

I would like to finish by thanking the Safeguarding Team for all the support and work they do to keep us safe, and to remind us all that Safeguarding is the responsibility of everyone, so any concerns or observations you might have please let us know.

Carol Secret

**G.D.P.R. :** There are no issues. Everyone has a responsibility to follow the rules and use any data they may have only for the purpose they have it.

The policy is displayed on the notice board opposite the toilets, and it will be reviewed in February.

**Ladies Group:** - We started back with our Ladies Group in September 2021 after Covid, changing our meetings to the afternoons 2pm. to 3.30pm the first Tuesday in the month.

After a worrying start in September with 30 members including the speakers in the small hall, I asked the Church if we could use the large hall for our meetings in order to give everyone a chance to social distance. We are very grateful to the Church for allowing us to do this.

We have had a variety of speakers all willing to come and talk to us and now speakers are offering to come and give talks, which is very good.

We have 45 members on our books with usually 27 attending each month.

After our September A.G.M. we were able to give the Church a donation of £400 to help with the costs.

We look forward to being able to continue with our meetings and are always grateful to the Committee for all their hard work.

A special mention to Alan Cutting for setting up and clearing away after our meetings.  
Joan

Porter

**Connexion/Circuit/District matters:** - the trusteeship of Southwold Methodist Church will be handed over to District. Rev. Martin has had contact with various people from other denominations and organisations and various options for its use are being suggested. A children's area for families of both locals and visitors would be lovely. The local Beach Mission group hope to restart in 2023 and have made contact.

**Vacancies:** - Bookings Administrator - no volunteers have come forward so far. Yvonne Daniels is carrying on for now and thanks to her were expressed. There have been a few new bookings enquiries, including two from NHS linked groups which may come to fruition.

**Any Other Business:-** 3 items

Deacon Linda explained the Worship Workshop she will be running for people considering becoming Worship Leaders (several members from Trinity are interested), and some current Worship Leaders are in need of a refresher, and also local preachers. Those new trainees will need a Tutor and a Mentor. Julian is willing. Perhaps Jeanette might be too.

Benevolent Fund - this contains £703.49. The treasurer had been contacted re an appeal for Ukrainian children, so wondered if some could be given to it. Deacon Linda pointed out that churches are not meant to keep large amounts held over from one year to the next in this fund so Rev. Martin decided that £500 should be given to the appeal.

Eco churches- Sonia Barker explained that the Methodist Church is signed up to this initiative which is in response to the climate emergency. Churches are encouraged to work towards bronze, silver and gold awards in various categories e.g. Worship and Teaching, Management of the Building and Management of the land. Some churches in S. Lowestoft are already working towards their bronze award. Deacon Linda pointed out that all Methodist Churches have been challenged to attain the silver award. Julian and Sonia will investigate this further.

**Date of Next Meeting:-** Thursday 16th February 2023 at 7.00pm

# THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

TRINITY METHODIST CHURCH

Church

FOR THE YEAR ENDED

31 August 2022

LOWESTOFT & EAST SUFF. METHODIST Circuit

Circuit no

14/7

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. MARTIN KEEMAN

Church Stewards:

JULIAN ROGERS

CAROL SELLET

CHARLES REYNOLDS

EDNA EARL

SALLY REYNOLDS

CHLOE REARSON

JUNE HARNER

PAT WALL

JANET RAMSDEN

ROSIE ROBERTS

Treasurer:

VALERIE HOWETT

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	<b>RECEIPTS</b>				
a2	Offerings and Tax recovered	29591		29591	32624
a3	Bank and CFB interest and Investment income	20		20	42
a4	Lettings	14488		14488	10014
a5	Other receipts	4607	4474	9081	23208
a6	<b>TOTAL RECEIPTS</b>	48706	4474	53180 (a7)	65888

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	39732		39732	34542
b3	Donations				
b4	Repairs and Maintenance	4450	214	4664	32551
b5	Utilities (Insurances, water charges, heating & lighting)	6458		6458	4633
b6	TELEPHONE	795		795	747
b7	Other payments	2169	4470	6639	7634
b8	<b>TOTAL PAYMENTS</b>	53604	4684	58288 (b9)	80107

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>		(4898)	(210)	(5108)	(14219)
Total funds brought forward from last year		65858	8488	74846 (c6)	89065
<b>Sub total</b>		60960 (c1+c2)	8778	69738	74846
Transfers and adjustments					
<b>TOTAL FUNDS AT END OF YEAR</b>		60960 (c3+c4)	8778	69738 (c8)	74846 (c6)

SECTION D		£	£
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>			
(these amounts are not to be included in total receipts/payments figures above)			
Balance brought forward from last year			
Offerings/Gifts - received for external organisations		1602	1301
Offerings/Gifts - passed to external organisations		1602	1301
<b>BALANCE STILL TO BE PAID</b>			
(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 2022 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
1						
2	41032	51823	(10791)		45778	34987
3						
4						
5						
6						
7						
Sub- total of Internal Organisations funds	41032	51823	(10791)		45778 (e11)	34987 (e12)
Church accounts (totals brought forward from page 2 - totals column)	53180 (a7)	58288 (b9)	(5108)		74846 (c6)	69738 (c8)
TOTAL CASH FUNDS HELD BY CHURCH	94212	110111	(15899)		120624 (x)	104725 (y)
	TOTAL RECEIPTS	TOTAL PAYMENTS				

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

## SECTION F

## STATEMENT OF ASSETS AND LIABILITIES

## CHURCH - CASH FUNDS HELD at 31 August 2022

f1	Cash in hand
f2	Bank Current Account
f3	Bank Deposit Account
f4	Central Finance Board
f5	Trustees for Methodist Church Purposes
f6	Other funds
f7	SUB TOTAL - Church accounts
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)
f9	TOTAL CASH FUNDS HELD BY CHURCH

OPENING BALANCES
19250
44286
9722
1588
74846 (c6)
45778 (e11)
120624 (x)

CLOSING BALANCES
12387
57021
-
330
69738 (c8)
34987 (e12)
104725 (y)

## Section G

## OTHER ASSETS and LIABILITIES

g1	Investments (include Endowments)
g2	Land & Buildings (see notes re Insurance value)
g3	Other Assets
g4	Loan(s) - show amount outstanding at year end
g5	Other Liabilities

1 September 2021

2614836
71047

31 August 2022

2878695
78216

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 ..... TRINITY METHODIST Church ..... No. .... 1417 ..... 1130 417

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2022 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. Hawlett* ..... Date ..... 13.10.2022

Name and address of treasurer ..... *V. B. HAWLETT* .....

..... 11. SHOPS WAY, OULTON ROAD, LIVERPOOL ..... Post Code ..... NR 33 9HG .....

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2022 were/will be\* presented to the meeting of the Church trustees held on ..... 13.10.22

Signature of the Chair of the meeting: ..... *M. L. Keenan* .....

Name of the Chair of the meeting: ..... MARTIN L KEENAN ..... Date ..... 13/10/2022 .....

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

..... TRINITY METHODIST Church ..... Church

Charity Number ..... 1130417 .....

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the ..... TRINITY METHODIST Church ..... for the year ended 31 August 2022 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

## 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 SP

Name of independent examiner STEWART BUCH

Relevant professional qualification of independent examiner F C C A

Name of firm (where appropriate) TRISS LAW CLERKS LTD LTD

Address 18 GORDON ROAD LOWESTOFT SUFFOLK

Date 29-7-2022 Post Code NR32 1NL

\* delete or circle as appropriate

September 2022

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Signature of the Chair of the meeting: ..... *M. L. Keenan* .....

Name of the Chair of the meeting: ..... MARTIN L KEENAN ..... Date ..... 13/10/2022

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

..... TRINITY METHODIST Church ..... Church

Charity Number ..... 1130417

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the ..... TRINITY METHODIST Church ..... for the year ended 31 August 2022 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

## 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 SP

Name of independent examiner STEWART BUCH

Relevant professional qualification of independent examiner F C C A

Name of firm (where appropriate) TRISS LAW CLERKS LTD LTD

Address 18 GORON ROAD LOWESTOFT SUFFOLK

Date 29-7-2022 Post Code NR32 1NL

\* delete or circle as appropriate

September 2022