

## **Trinity Methodist Church Council Minutes for 29<sup>th</sup> February 2024**

**Opening Devotions-** Rev. Martin opening the meeting with a passage from Paul's letter to the Ephesians, Chapter 1, which he used as a prayer, and which emphasised the Spirit of wisdom, enlightenment and riches – for all of us.

**Apologies** – Paul Gee and June Harmer.

**Membership of the Meeting** – Carol Secret, Jeanette Soanes, Molly Jeffries, Rita Carter, Chloe Pearson, Jenny Watson, Danny Howlett, Val Howlett, Sonia Barker, Pat Wall, Rosemary Roberts, Janet Ramsden, Edna Earl, Sally and Charles Reynolds, Jane Spall, Joan Porter, Trevor and Yvonne Daniels, Julian Rogers, Val Woods and Margaret Oldham. Margaret asked if people who can no longer attend have to be taken off the list of trustees, and the answer was Yes.

**Conflict of Interest** – none to report.

**Notification of AOB** – Jeanette, posters, and Margaret, Baby Basics.

**Minutes of the previous Meeting held on the 19<sup>th</sup> October 2023-** Signed as correct by Rev Martin Keenan.

**Matters arising from the Minutes-** Margaret to check if Alan Stevens was present, as people did not think he was, and this would then need amending.

**Minutes of the Extraordinary Meeting held on 9<sup>th</sup> November 2023** – (regarding the change of name on our Bank account) Agreed by those present and signed by Rev. Martin Keenan.

**Future Events-** See in Julian's Steward's Report, with the addition of telling all about an Eco-Day at Carlton Marshes on the 28<sup>th</sup> April.

**Pastoral Update-**There have been no major changes to the structure of our pastoral system since the last report and the visitors are still: myself (Sally Reynolds), Trevor Phelps, Pat Wall, Rosie Roberts, Janet Ramsden, Ans Bates, Ann Amos and Joan Porter.

Between us we continue to visit and/or keep in contact via phone or correspondence with a handful of people and keep a more informal check on a few other people and, via Joan, the welfare of the members of Trinity Ladies Group is monitored. We continue to mainly focus on people in Trinity's family who are no longer able to regularly come to church and who do not have a lot of contact with Trinity. Rev. Martin continues to visit folk on Trinity's membership list. We are very grateful to everyone at Trinity who continue to offer informal support and care to each other and who offer a warm welcome to any visitors or new regular worshippers.

As always, if you know of anyone else who might welcome a Pastoral Visitor then please let one of our team know. If you have any particular issues or worries about yourself or someone else then please talk to one of the Pastoral Group or to the Minister. Sally Reynolds.

**Steward's Report-** Since last Church Council the Stewards Team have supported church life in many ways: We helped show several groups of pupils from Poplars Primary School around the church over several weeks.

Over the weekend of 28th October, members of several churches came together to put on a performance of the musical 'Saints Alive', written by Roger Jones and on the Sunday, the service was led by Roger Jones.

We had a very busy but enjoyable festive period at Trinity. Our Christmas Coffee morning was a great success, with a raffle of Christmas hampers, some craft stalls, and a Christmas singalong, as well as refreshments. The playgroup performed their Nativity Play to an appreciative audience of family and friends. The James Paget Hospital Choir performed a Christmas concert which drew in a large audience and we also held our own traditional Carols and Mince Pies event. On Christmas Eve afternoon Rev. Martin Keenan led a Christingle and Nativity service, which attracted a large congregation of all ages. Later, at 11.15pm, a smaller congregation enjoyed a Candlelight Service, led by Mrs. S. Groome, to welcome in Christmas Day.

At all of these services and events, people made generous donations in our charity stockings, which this year raised a total of £807.18 (£168.82 for Shopmobility, £253.95 for Angels and Rainbows, £179.33 for the DEC Ukrainian Appeal and £205.08 for Blood Cancer Uk).

Moving into the new year, we have been excited to support a six week trial of a course entitled 'Crafting for Wellbeing'. It included activities such as nature collage, painting, mindful colouring, magazine art, using playdough, music, pebble art, board games, reading and textiles, with refreshments and a space to chat thrown in. It has been a great success, welcoming people from all walks of life and the decision has been taken to continue it. More people would be welcome, 9.45.-11.45. Also early in the year, we held a New Year party, with a Scottish theme.

We have also held a café style service, on the theme of 'love', led by Worship Leaders. Another one is in the planning for our Mothering Sunday Service.

Looking ahead to Easter time, we will be welcoming Rev. Martin Keenan to lead our Palm Sunday worship and we will be holding Holy Week reflections at 7pm, led by Rev. Robert Soanes on Monday, Lowestoft Chorale on Tuesday, Deacon Linda Kinchenton on Wednesday and Rev. Martin Keenan on Thursday. Our Easter Sunday service will be led by Rev. Robin Searle.

Further ahead we hope to have a spring walk, a 'songs of the British Isles' themed tea-party and reinstate a quiz. We would welcome ideas and particularly help for fundraising as well as social events.

Lastly, but not least I would like to record my huge thanks to June Harmer for all her years of service as a steward. June may not currently be able to fulfil the duties as she would wish but we hope she will feel well enough to continue to participate in ways she feels able. Julian Rogers

**Finance and Property reports-** Balance as at 26<sup>th</sup> February 2024

Current Account

£10,476.

(key deposits, benevolent fund, defib.parts, In Memoriam,  
grant advertising, fund raising, wedding deps, etc.)

£5,644.31

Minus Ring-fenced monies:-

Minus o/s Fire Maintenance £568, Electric £733.52 & Gas £642.19

£1,943.71

Current account (true figure)

**£2,888.69**

Business Reserve Account:

£61,679.92

A few facts: We have just paid our quarterly assessment of £10,382.95. On Thursday the Circuit discussed increases and it was decided that the assessment should remain the same for the next year. Good news as there was a possibility that our assessment would rise by over £2,000 a year. We are averaging £493.58 per week (offerings and standing orders). An additional £555.79 minus £75 rental costs has also been added to our offerings total over the last 5 months from the card reader.

The bookings are averaging £1,056.09 per month for the first 5 months of the financial year. The prayer meeting has been a huge help, also the Ladies Group and the short tennis. Café is averaging a profit of about £90 a week after expenses.

Maintenance costs have been kept to a minimum - £5,667.12 (this includes £2,203.00 for Playgroup, covered by insurance after the break-in). We did pay for the new outside doors to Playgroup at a cost of £1,595.12. These were not covered by the insurance as only the glass was broken and we felt that the old ones were no longer secure. Therefore total maintenance so far is £3,464.12.

Gas and Electric are averaging £30.30 per month. This year so far we have already spent almost £2,000 on energy bills. This time last year it was just over £700. The new contract began on 1<sup>st</sup> Jan. so there will be a significant increase when we get our next bill. (Increase 88.5% for the next 24 months as Gaia has not been able to get anything cheaper.) So we will need to be mindful of heating and lighting from now on as it will amount to over £1,000 per year on current usage.

Playgroups funds are good at the moment having just had a grant – only time will tell as Charles will explain. Thanks to Danny for doing the banking, and many thanks for all your support.

Howlett (Treasurer)

Val

**Property-** Continue to meet by zoom. Re Quinquennial report and actions - majority to be reviewed when weather permits. Electrical inspection carried out and arrangements in hand to clear weeds etc to north of building.

Report on the break-in – details provided. There was minimal damage. The police have kept our keys for evidence. The major expense was the replacement window, Apologies to CC for not acting re CCTV. Will investigate as matter of urgency- benefits and costs and comparisons with burglar alarm systems. We have now been advised by the Police that we should have CCTV. Jenny mentioned that she has lots of keys, some of which she does not know what or where they are for.

Defibrillator refresher. Arrangements to be made to provide this.

Working Party update. Drains in car park cleared by Alan Amos. Have cleared the “to do” room. Charles Reynolds

(Additional few points from the Minutes of the Property and Finance meeting held on 12-02-2024, taken by Trevor Phelps.)

The tarmac holes in the car park – this will be carried out when the weather improves.

The electrical inspection report was completed prior to Christmas and Danny has the report, and the insurers have asked that the lightening conductor be tested which has been done. Within the next two weeks the fire alarm and fire extinguisher inspections will be completed.

**Playgroup:-** Showing significant upturn in numbers of children which is positive.

In response to changes in government policy re childcare provision playgroup to move to 30 hour provision from April. Extra hours planned to be on Thursday and Friday although still being worked through. Parents very supportive of change.

Because of uncertainty on government funding being in place in time, together with need for new arrangements to settle down, playgroup are seeking councils agreement to the provision, if needed, of a loan to cover one months costs in the event that funding arrangements are not in place from Suffolk C.C. for the April change. This is to provide certainty and stability in short term whilst things settle. Charles asked that the Church Council agree this loan of no more than £6,000 to cover expenses for the Playgroup if required, and all were in favour.

Sonia asked if this meant that they would need to be more staff? Charles said yes, in order to cover the 30 hr provision, plus higher wages would be needed. He said that some parents were having problems to access the code to obtain the funding to go through.

**Café:** - Julian said this was a success because of the great team and his thanks went to June for doing the finances in the past. The team have now taken this job on, but they could always do with more support.

**Trinity Methodist Ladies group:** - Our meetings this year have started with an increase in numbers attending each month. Fortunately, the weather has been kind to us and enabled us all to meet. We are so grateful to be able to use the large hall

and for all the help received from our devoted committee.  
Joan Porter

Alan Cuttings is putting out the chairs and tables for the meeting but there is concern about him being in the building on his own doing this, particularly late at night putting them away, plus with his own ill-health. Rita said that lone working like that should not be allowed, and asked if the meeting could be held without the need for tables, but Joan thought not. Sonia suggested he phones Joan before he enters and after when he returns home.

**Safeguarding:** - The Safeguarding group met recently on zoom. We are pleased to report that Training is up to date, Julian has just completed his Advanced Training refresher course.

Risk Assessments continue to be updated. The possibility of a disruptive person being in attendance at the cafe was raised at a recent Stewards Meeting. An amendment has been added to that risk assessment advising to phone 111 for mental health issues, 101 for non-urgent Police assistance or if the behaviour is threatening dial 999. All risk assessments will be updated to include this.

Hannah produced her own detailed risk assessment for the activities and equipment used in her sessions, this just needs to have premises related risks to be added.

There was discussion around the attendance of vulnerable adults in our congregation. It was particularly based around the use of devices to aid their independence and the possibility of losing them. Apart from one incident when property was lost on the premises I am pleased to report no other incidents have happened to the best of my knowledge.

Thank you all for your continued vigilance with regard to safeguarding.

**GDPR:-** Julian reminded people in all the groups listed for this meeting that they must get rid of data that is not relevant and make sure that any personal details are kept secure and password protected.

**JDS:-** Nothing to report.

Sonia said that Relate had a model in Good Practice, when additional needs are respected and help with people's dignity.

**Charity Commission:** - Chloe said the amendment had been made on the Charity Commission website, so we are now known as Trinity Methodist Church (without the Lowestoft).

### **Connection, Circuit and District Matters:-**

Rev. Martin said that he had not heard anything from District. We are in need of employing an Active Supernumerary to help. Martin had put together a Job description, but this will probably not happen this year as it has to be approved by the DPC who don't meet until June.

This would involve Martin and Aine moving from the Corton Road Manse to the Beccles Manse when it is vacant. Comments were made about his beautiful garden.

**Any Other Business:-**

**Baby Basics:** - Margaret had been approached by Peter Aldous M.P. who had met with Ruth Goddard from Gunton Baptist Church. They provide free Moses' baskets filled with nappies, baby wipes, shampoo, towels, blankets etc. for parents who cannot afford them. They are looking for alternative premises to set up their pop-up shop, and store some of their things, and wondered if we had any space that they could rent from us? This will be investigated by Rita and Mollie, as they both know Ruth Goddard. Margaret asked that they feed back to her please. **Posters:** -

Jeanette asked if she could purchase some new posters, particularly for Palm Sunday and Easter. They are £15 each which she knows is expensive. Julian said we do need to get rid of tatty, out-dated posters, plus outward facing posters. Martin asked about swapping with another Church like Kessingland, but Jeanette was not keen on this. Val said we had spare money in the advertising budget, so this was agreed.

**The Incident:** - Jenny brought this up but no further details were disclosed. Surely this was a safe-guarding issue, as they did not want it to happen again. Martin said the issue of keys which Jenny had brought up under the Property item needs to be looked at.

**Foodbank:-** Julian reminded everyone of the idea of Lent boxes of toiletries needed by the Foodbank.

**Date of Next Church Council meeting: - Thursday 27<sup>th</sup> June 2024**

Rev. Martin closed the meeting with a prayer.

## Church Council Financial Report 29<sup>th</sup> February 2024

Balance as at 26<sup>th</sup> February 2024

Current Account: £ 10,476.71

Minus Ring fenced monies:

(key deposits, benevolent fund, bal.defib.parts. In memoriam,

grant advertising, fund raising,wedding deps. Etc. £5,644.31

Minus o/s Fire Maint £568 & Elect: £733.52 to 4/2/24 £1,301.52

Current Account (true figure): **£3,530.88**

Business Reserve Account: £61,679.92

### A few facts:

We have just paid our quarterly assessment of £10,382.95. On Thursday the Circuit will discuss a further increase of £2,076.59 for Trinity, an increase of £519.14 per quarter. This is a huge increase and we may have to go to Reserves.

We are averaging £493.58 per week (offerings and standing orders). An additional £555.79 minus £75 rental costs has also been added to our offerings total over the last 5 months from the card reader.

The bookings are averaging £1,056.09 per month for the first 5 months of the financial year. The prayer meeting has been a huge help, also Ladies Group and short tennis.

Cafe is averaging a profit of about £90 per week after expenses.

Maintenance costs have been kept to a minimum. £5,667.12 (this includes £2,203.00 for Playgroup and covered by our Insurance after break-in.) We did pay for the new outside doors to Playgroup at a cost of £1,595.12. These were not covered by insurance as only the glass was broken and we felt that the old ones were no longer secure. Therefore total maintenance so far is £3,464.12.

Gas seems to average £122 per month and Electricity is already £1,027.25 for the first 5 months of financial year. February remains outstanding. This time last year it was just over £700. New contract will now take effect so there will be a significant increase when we get our next bill. (Increase 88.5% for next 24months as Gaia has not been able to get anything cheaper.) So we will need to be especially mindful of heating and lighting from now on as it will amount to another £1,000 per year on current usage.

Playgroup funds are good at the moment having just had a grant – only time will tell as Charles will explain.

Many thanks for all your support. Val Howlett (Treasurer)





THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS

Trinity Methodist Church

Church

FOR THE YEAR ENDED

31 August 2023

Lowestoft + East Suffolk Methodist

Circuit

Circuit no. 1417

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 Secret

Charles Reynolds

Edna Earl

Sally Reynolds

Chloe Pearson.

June Harmer

Val Woods

Janet Ramsden

Pat Wall

Rosie Roberts

Treasurer:

Valerie Howlett

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	<b>RECEIPTS</b>				
a2	Offerings and Tax recovered	34,047		34,047	29,591
a3	Bank and CFB interest and Investment income	245		245	20
a4	Lettings	16,400		16,400	14,488
a5	Other receipts	13,682	4,250	17,932	9,081
a6	<b>TOTAL RECEIPTS</b>	<b>64,374</b>	<b>4,250</b>	<b>68,624</b> (a7)	<b>53,180</b>

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	39,494		39,494	39,732
b3	Donations			-	-
b4	Repairs and Maintenance	9,220	3,750	12,970	4,664
b5	Utilities (Insurances, water charges, heating & lighting)	5,295		5,295	6,458
b6	35	824		824	795
b7	Other payments	5,070		5,070	6,639
b8	<b>TOTAL PAYMENTS</b>	<b>59,903</b>	<b>3,750</b>	<b>63,653</b> (b9)	<b>58,288</b>

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b> (a6-b8)	<b>4,471</b>	<b>500</b>	<b>4,971</b>	<b>(5,108)</b>
c2	Total funds brought forward from last year	60,960	8,778	69,738 (c6)	74,846
c3	<b>Sub total</b> (c1+c2)	<b>65,431</b>	<b>9,278</b>	<b>74,709</b>	<b>69,738</b>
c4	Transfers and adjustments				
c5	<b>TOTAL FUNDS AT END OF YEAR</b> (c3+c4)	<b>65,431</b>	<b>9,278</b>	<b>74,709</b> (c8)	<b>69,738</b> (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	344	
d2	Offerings/Gifts - received for external organisations	2,613	1,602
d3	Offerings/Gifts - passed to external organisations	2,625	1,602
d4	<b>BALANCE STILL TO BE PAID</b> (d1+d2-d3)	<b>332</b>	

## 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 Play group	46,602	51,579	(4,977)		35,149	30,172
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	46,602	51,579	(4,977)		35,149 (e11)	30,172 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	68,624 (a7)	63,653 (b9)	4,971	(c7)	69,738 (c6)	74,709 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	115,226	115,232	(6)		104,887 (x)	104,881 (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 2023

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	12,387	13,038
f3 Bank Deposit Account	57,021	61,303
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes		
f6 Other funds	330	368
f7 SUB TOTAL - Church accounts	69,738 (c6)	74,709 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	35,149 (e11)	30,172 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	104,887 (x)	104,881 (y)

## 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)	2,878,695	3,287,444
g3 Other Assets	78,216	89,322
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 Trinity Methodist Church No. 1417

## 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 G. Hawlett Date 18.10.23

Name and address of treasurer 11. Shear's Walk

Lewes Road Supper Post Code NE33 9HG

### 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 18th 19th Oct 2023

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

Name of the Chair of the meeting M. L. KEENAN Date 19.10.23

### 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 2023 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 ...Trinity Methodist Church..... No 1130417

### 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 ...~~Lauren~~ Barber.....

Name of independent examiner ...Lauren Barber.....

Relevant professional qualification of independent examiner ...ACA -.....

Name of firm (where appropriate) ...Barnard Sampson LLP.....

Address ...3a Quay View Business Park, Barnards Way,.....

Lowestoft, Suffolk..... Post Code NR32 2HD

Date ...23 October 2023.....

\* delete or circle as appropriate