

## TRUSTEES ANNUAL REPORT 2020

### Objectives and activities

The Methodist Church is regulated by the Methodist Church Act of 1976.

- Provision of public worship open to all
- The teaching and promotion of Christianity as a way of life through worship and other events
- Provision of pastoral care to those who require it
- Evangelism appropriate to the context
- Mission to the local community by provision of a safe space
- Good stewardship of resources

In the past year we have been challenged by the limitations imposed by the consequences of the Covid 19 pandemic. Lockdowns and restrictions on gatherings have had a negative impact on our objectives and activities. However, some positives have emerged as we have sought to continue our mission through other means. Since April 2020 we have had a weekly online service which has been made available via the Zoom platform; viewing figures indicate an increase in those engaging with worship. Moreover, we began a weekly *In Touch* publication as a means of communicating with the church community; this has been available electronically and hard copies have been sent to those without the means to access it online.

### Achievements of the year

Whilst it was necessary to furlough several members of staff, our commitment to being a positive and welcoming presence in the centre of Bolton is undiminished. Lockdown and other restrictions have had a negative impact on numbers using the building and de facto, on our finances. However, we have made strenuous efforts to market ourselves as a meeting venue as we have the space to allow people to meet whilst observing social distancing regulations; this has resulted in some new lettings which we trust will stay beyond the current crisis.

The facilities team have shifted their efforts from the usual pre-Lockdown day to day to tackling jobs around the building which are more difficult when people are present. A burst water pipe led to an insurance claim which led to parquet flooring being renewed and resurfaced, in addition to redecoration work. Thanks to a donation from a church member, the Walker Suite has been refurbished and new audio equipment installed. These are just some examples of how we have not simply “stood still” but have continued our programme of renewals and repairs so that we have a suite of premises which is better suited to serve the community and the needs of the church.

In short, our main achievements have been our online worship, increased pastoral contacts and improvements to the building.



## **Financial Review**

The Mission is supported by the Bolton and Rochdale District (of which it is a part) through the provision of a Superintendent minister part-time – a role fulfilled by the Chair of the District. We pay an annual contribution towards the salary cost and, also, an assessment fee towards the District expenses.

We have only made a small surplus this year of £310. This means we have lost in the region of £45000 this year. This is entirely due to the Covid 19 pandemic. We were in a good position at the beginning of March. However, we had to close totally from the 23<sup>rd</sup> of March 2020 until the 16<sup>th</sup> of June 2020. We were able to furlough some of our staff and the grants, although helpful, didn't cover our full costs. We had to completely close the concert hall, which is where a lot of our losses came from. Our congregation supported us by signing up to pay with standing orders or made contributions on our website via Just Giving. We re-negotiated rents during the lockdown period. We agreed to reduce them so that our tenants were able to remain financially viable. Our hall manager has worked heroically to keep our rental income going and has had some success with that, but the latest lockdown brought more cancellations. Our new Business Manager has already made an impact by revamping our Friends offering and more people than ever are signing up to that. We are looking for grant income as a means of moving forward and are awaiting the results of two applications with more planned. The Business Manager has been very active in this process.

We are, therefore, hopeful that we can stabilise our losses by the end of the next financial year. We have incurred some expenses during the lockdown period as we have used that time to complete planned repairs and maintenance and the premises are looking refreshed and ready for use as soon as we are able to open. Next year will be essential maintenance only until we are in a more stable position. There are strong indications of demand for use when we are able to re-open which is encouraging.

## **Structure, governance and management**

Our situation in relation to the Methodist Church is a little unusual. Most churches are part of a wider grouping, a circuit. Bolton Methodist Mission is unusual in that it is a church and Circuit in its own right. With the help of TCC (Transforming Churches and Communities), we are seeking to clarify the roles of and relationship between church and circuit. BMM is also anomalous in that a substantial business venture (through hire of the Main Hall and other rooms) generates income for the church; as a consequence, the church is ultimately responsible for running the business. As part of our development plan we are looking at setting up a more formal, and we believe, more effective structure to the mutual benefit of church and business.

Running concurrently with our internal considerations, the Methodist Church has challenged all churches to look at their relationships with other churches in the circuit in which they sit; this could result in some churches handing over trusteeship to the circuit meeting. Similarly, the seven Districts in the North West and Mann region of the Methodist Church are considering a way of restructuring. It is imperative that our internal governance is in good shape for that time when we may be asked to become part of a different external structure

We have recently appointed a new Safeguarding Officer. She is pro-actively looking at our procedures and ensuring that individuals have necessary DBS clearance and have undergone necessary training. Outside organisations using our building must also have a safeguarding policy and are required to comply with those of the Methodist Church.

### **Reference and administrative details**

The Charity is known as the Bolton Methodist Mission, Charity Number 1130745 and the address is Knowsley Street, Bolton BL1 2AS. The premises encompass the Victoria Hall – a Grade Two listed 1300-seater concert venue- used frequently for events, the Victoria Buildings which are in front of the building in Knowsley Street and some of which is rented out, and the Walker Memorial building which backs on to Central Street car park. This is similarly home to a number of different groups.

The list of Trustees (19 in total) is available on the Charity Commission website. The senior Trustees are:

- Rev Paul Martin (Superintendent Minister)
- Mr Robert Marshall (Circuit Steward)
- Mrs Christine Heppolette (Church Steward)
- Mrs Diana Bradley (Treasurer)
- Mr Victor Williams (Circuit Meeting and Church Council Secretary)

### **Paid staff are:**

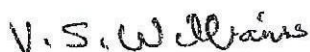
- Pastoral Worker
- Facilities Manager
- Business Manager (from 1.9.20)
- Administrator
- Caretaker
- Cleaner

Their work is supplemented by a small army of volunteers who give of their time and talents as part of their daily discipleship; the Mission could not function without them.

**Date of approval by Bolton Methodist Mission Trustees : 31.10.20**



**Signed: Paul Martin (Superintendent Minister)**



**Signed: Victor Williams (Circuit Meeting and Church Council Secretary)**



## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

<b>Bolton Methodist Mission</b>	<b>Church</b>
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**FOR THE YEAR ENDED**

**31 August 2020**

<b>Bolton Methodist Mission</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>6/2</b>
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**Registered Charity - Charity Registration number**

1130745

**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:**

<b>Rev Paul Martin</b>
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**Church Stewards:**

Robert Marshall
Christine Heppolette

**Treasurer:**

<b>Diana Bradley</b>
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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	59,258		<b>59,258</b>	41,916
a3	Bank and CFB interest and Investment income	197		<b>197</b>	202
a4	Lettings	82,162		<b>82,162</b>	90,249
a5	Other receipts	48,645		<b>48,645</b>	71,959
a6	<b>TOTAL RECEIPTS</b>	<b>190,262</b>		<b>190,262 (a7)</b>	<b>204,326</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	19,428		<b>19,428</b>	
b3	Donations				
b4	Repairs and Maintenance	24,277		<b>24,277</b>	23,721
b5	Utilities (Insurances, water charges, heating & lighting)	53,556		<b>53,556</b>	55,319
b6					
b7	Other payments	92,691		<b>92,691</b>	81,223
b8	<b>TOTAL PAYMENTS</b>	<b>189,952</b>		<b>189,952 (b9)</b>	<b>160,263</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	310	<b>310</b>	44,063
c2	Total funds brought forward from last year		65,950	<b>65,950 (c6)</b>	21,887
c3	<b>Sub total</b>	<b>(c1+c2)</b>	66,260	<b>66,260</b>	<b>65,950</b>
c4	Transfers and adjustments			<b>(4,029) (c7)</b>	
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>66,260</b>	<b>62,231 (c8)</b>	<b>65,950 (c6)</b>

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)		£		£
d1	Balance brought forward from last year				
d2	Offerings/Gifts - received for external organisations				
d3	Offerings/Gifts - passed to external organisations				
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</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 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 Other Organisations	27,185		27,185		15,656	42,841
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	27,185		27,185		15,656 (e11)	42,841 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	190,262 (a7)	189,952 (b9)	310	(4,029) (c7)	65,950 (c6)	62,231 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	217,447	189,952	27,495	(4,029)	81,606 (x)	105,072 (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 2020**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	65,950	62,231
f3 Bank Deposit Account		
f4 Central Finance Board		
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	65,950 (c6)	62,231 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	15,656 (e11)	42,841 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	81,606 (x)	105,072 (y)

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

	At 1 September 2019	At 31 August 2020
g1 Investments (include Endowments)	45,037	44,661
g2 Land & Buildings (see notes re Insurance value)	15,108	15,108
g3 Other Assets	6,884	
g4 Loan(s) - show amount outstanding at year end	(7,000)	(7,000)
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 BOLTON METHODIST MISSION No. 1130745

## 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 [Signature] Date 6.4.21

Name and address of treasurer DIANA BRADLEY  
15, SHREWSBURY RD., BOLTON LANCs Post Code BL1 4NW

### 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 .....

Signature of the Chair of the meeting [Signature]

Name of the Chair of the meeting PAUL MARTIN Date 6.4.21

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

BOLTON METHODIST MISSION Church

Charity Number 1130745

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the BOLTON METHODIST MISSION Church for the year ended 31 August 2020 set out on pages 1 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 BOLTON METHODIST MISSION No 1130745

### 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.

~~the [the~~

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 DAT

Name of independent examiner DANIEL TOMKINS

Relevant professional qualification of independent examiner FCA

Name of firm (where appropriate) /

Address 23 YEWLANDS DRIVE, GASTING, LANCs

Post Code PR3 10P

Date 2/3/21

\* delete or circle as appropriate

Sep-19



Name of Church BOLTON METHODIST MISSION No 1130745

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Signature of independent examiner DAT

Name of independent examiner DANIEL TOMKINS

Relevant professional qualification of independent examiner FCA

Name of firm (where appropriate) /

Address 23 JEWLANDS DRIVE, GRASING, LARKS

Post Code PR3 1OP

Date 2/3/21

\* delete or circle as appropriate

Sep-19