

**THE METHODIST CHURCH
NORFOLK BROADS CIRCUIT**
Registered Charity No 1133008

**Trustees Annual Report and Financial
Statements
for the year ended 31st August 2020.**

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LEGAL AND ADMINISTRATIVE DETAILS

Trustees Norfolk Broads

The Trustees are appointed according to the constitution of the Methodist Church (see page 5).

The following Trustees have served during the period covered by this report:

(NB Names in *italics* indicate individuals holding more than one appointment to the Circuit Meeting)

Superintendent Ministers: Revd Andrew King (from 1st September 2019)
Revd Katy Dunn

All Ministers/Probationers: Deacon Mark Attwood (until 31st August 2020)

Circuit Employees Mrs Tracy Birks (Lay Worker)
Mr Shaun Cushion (Lay Worker)

Circuit Stewards: *Corinne Hill*
Jane Mackay
Alan Riches
Brenda Searle
Gordon Smith
Glenda Tooke
Adrian Turner

Secretary of Circuit Meeting: Annette Lown

Secretary of Local Preachers: Linda Parkin

Elected Church Stewards: *Christine Brady*
Alan Riches
Corinne Hill
Brenda Green
Diana Jones
Alan Croft
John Loades
Val Shreeve
Roy Wooltorton
Paul Monsey
Alan Cooke

Elected Church Treasurer: Rosemary Davis
Gill Riches
David Mobbs
Dorothy Ward
Joy Brock
Ben Milner
Molly Playford
Liz Draper
Michael Farnsworth
Gordon Smith
Alan Moore
Heather Westrup
Brenda Monsey
Brian Jarvis
Jean Cooke

Elected Church Representatives
Christopher Palmer
Jean Moy
Frances Brady
Beryl Hanton
Linda Peers
Audrey Bensley
Margaret Mobbs
June Moss

Jane Mackay
 Andrew Ingram
 Sarah Small
 Greta Brown
Ruth Bacon
 Beryl Jones
 Gordon Playford
 Peter Draper
 Jean Loades
 Andrew Sayer
 June Sawyer
 Maureen Turner
 Josephine Woollorton
Linda Monsey
 Sandi Jarvis
 Sheila Farnsworth
Colleen Palmer
 Linda Gibbons
Brenda Spink
 Peter Whitwood
 Marian Teager
 Eileen Harrison
 Isobel Ashworth
 Peter Westgate
 Lorna Burroughes
 Harold Jones (until 1st December 2019)
 Geoff Harding
 Toni Haase

Other Trustees:

Trust Address

c/o 2 Bensley Close Acle NR13 3RD

Auditors Independent External Examiner

Fairhead Bradford
 Chartered Certified Accountant
 5 Queen Street, Gt Yarmouth, NR30 2QP

Bankers

Barclays Bank plc
 40-42 Market Place, Great Yarmouth, Norfolk, NR30 1LX

Lloyds Bank plc
 1-2 King's Street, Great Yarmouth, Norfolk, NR30 2BA

REPORT OF THE TRUSTEES

The Trustees have pleasure in presenting their report for the year ended 31st August 2019 under the Charities Act 1993, together with the audited financial statements for the year. We confirm that the latter comply with the requirements of the Act, the Trust Deed and the Charities Statement of Recommended Practice (SORP) 2005.

The Trust was registered on 1st February 2009 in accordance with the Charities Act 2011. Particulars of the charity's Trustees and professional advisers are given on pages 3 and 4.

Structure, Governance and Management

The charity is operated under the regulations of the Methodist Church as stated in *The Constitutional Practice and Discipline of the Methodist Church* with advice from Officers of the Methodist Church.

Governing Body

The Trustees are the Governing Body of the Trust.

Recruitment and Training of Trustees

The Charity Trustees are appointed to the roles identified on pages 3 and 4, for a designated period, either by direct election at the Circuit Meeting for Circuit Office Holders, or by individual Church Councils who elect their representatives to the Circuit Meeting.

Organisational Management

The management of the Trust is the responsibility of the Trustees. It is conducted through the Circuit Leadership Team and Finance and Property Committee. Circuit Staff and employees assist in the implementation of policies. Each Committee includes Trustees among its membership.

The day to day administration of the Circuit is the responsibility of the Superintendent Minister, the Secretary of the Circuit Meeting, the Circuit Treasurer, the Circuit Property Secretary and the Circuit Stewards.

Aims, Objectives and Activities

The objectives of the Norfolk Broads Circuit are those as set out for the Methodist Church of Great Britain in the Deed of Union 1932 and the 1976 Methodist Church Act.

The charitable objects are the purposes of the Methodist Church and these are the advancement of:

- (a) the Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church;
- (b) any charitable purpose for the time being of any Connexional, district, circuit, local or other organization 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.

The Norfolk Broads Methodist Circuit 14/10

Mission Statement

TO FURTHER THE VISION AND PURPOSE OF THE NORFOLK
BROADS CIRCUIT

OUR VISION: *God's will for us is for us is not to be stuck, but to be lifted up to God's glory and drawn closer to God and closer to each other in loving service and fellowship.*

OUR PURPOSE: *To offer God's invitation to our world and our church to be drawn closer to God and closer to one another in acts of loving kindness.
(Matthew 22 vs 34-40)*

Achievements and Performance

The Norfolk Broads Circuit has sought to advance its aims and objectives during the year under review by continuing its life of worship and mission within communities in The Norfolk Broads Circuit and by providing support to local churches. Particular highlights include:

- continuing to support the Churches so that resources can be more effectively shared,
- providing resources to local churches by enabling the deployment of appropriate ordained and lay staff and by making specific grants in order to support pieces of work that advance our charitable objects and Circuit Policy.
- ensuring that the Circuit is sufficiently resourced for its mission by reviewing the annual budget and preparing a budget for 2020-21. This includes the recognition that rising costs for Circuit Staff plus maintenance of Circuit Properties.
- ensuring that all those who have contact with children, young people and vulnerable adults undertake an appropriate training course - the Foundation Module or Refresher of *Creating Safer Space*.
- holding of training events as and when appropriate.
- Supervision and Ministerial Development Review programme is held for all ministers (lay and ordained) in a pastoral role.
- Continuing to offer particular support (personnel, skills, finance) to agreed projects around the Circuit.
- The Circuit rejoiced with Tracy Birks when she was accepted as a candidate for the Presbyteral ministry, with her training to commence from September 2021.
- The Circuit Administrator Mrs Annette Lown helps the Methodist Circuit fulfil its Administrative functions.
- Very few Circuit Mission and Worship events were held during the year because of the pandemic. The Circuit Easter offering service was cancelled, along with many other activities. However the Circuit began zoom / on-line worship from the start of the

lockdown and were able to provide worship at home sheets and YouTube videos and DVD's to members unable to worship. Pastoral care was also provided by other means.

- The Circuit in July said goodbye to Deacon Mark Attwood and Christine in July after five years in the Circuit based at Gorleston. Deacon Sheralee Devitt has been stationed to replace Deacon Mark and her appointment will commence in September 2020.

Financial Review

The Trustees report net incoming resources of 254,510. (Please refer to the notes of the accounts for explanation).

The net movement in funds for the year decreased by £56,809

The Trustees are pleased to report that there were no special items relating to income or expenditure during the year. Details of this can be viewed under Circuit Model Trust Fund (unrestricted) funds reported in the SOFA for year ended 31 August 2020

The Trustees continue to keep all financial policies under review.

Investment Policy

In accordance with the Trust documentation, the Trustees have the power to invest in such stocks, shares, investments and property as they consider appropriate. The Trustees have used this power to invest in the funds of the Central Finance Board of the Methodist Church. In common with many other investment funds, the valuation of the funds showed a modest increase over the year.

The Trustees continue to monitor the funds of the Circuit to enable clear and prudent policy decisions on expenditure.

Risk Assessment and Management

During the year under review, the Trustees have maintained oversight of the major risks to which the charity is exposed, resulting in risk management strategies being implemented.

Risks to which the organisation may be exposed are identified by the Trustees and kept under regular review.

Reserves

It is the policy of the charity to hold reserves in its unrestricted funds which have not yet been committed or designated for any particular purpose. The Trustees have set aside these reserves in order to protect the future operations of the charity from the effects of any unforeseen variations in its income as part of a policy of good financial practice.

The Circuit Reserves Policy was reviewed during the year.

Public Benefit

The Trustees have reviewed the activities of the past year in line with the Charity Commission guidance on public interest benefit.

The aims and objectives of the Norfolk Broads Circuit are within those guidelines and are interpreted by the District as providing specific benefit to those who are members of the Methodist Church.

Future Plans

In addition to an ongoing commitment to provide effective resources for the members, local churches and within the Norfolk Broads Circuit, the Trustees are committed to:

- Further development of the Circuit Mission Policy
- Ensure the appointment and deployment of lay and ordained ministry throughout the Circuit.
- Aim to continue to employ a Circuit Administrator.
- Provide support for those who have oversight of safeguarding procedures for children, young people and vulnerable adults.
- Develop partnerships with other churches.

Auditors

A resolution proposing that Fairhead Bradford Chartered Certified Accountants be re-appointed as the independent external examiner of the charity will be put to the Annual General Meeting.

Revd. Andrew King
Trustee

Mrs. Corinne Hill
Trustee

Date: 13th November 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and that they show a true and fair view of the state of the Norfolk Broads Circuits affairs. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Norfolk Broads Circuit will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time, the financial position of the Norfolk Broads Circuit and enable them to ensure that the financial statements comply with the Charities Act 2011 and Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charity's auditors are unaware.
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

SECTION A		Un - restricted Funds £	Circuit Model Trust Fund £	Restricted Funds £	Totals this year £	Totals last year £
a1	RECEIPTS	Note				
a2	Assessment/Share		198863		198863	210591
a3	Capital receipts			72926	72926	
a4	Bank and CFB interest and Investment income		1441	528	1969	2160
a5	Grants		6000		6000	
a6	Other receipts		28135		28135	22550
a7	TOTAL RECEIPTS		234439	73454	307893 (a8)	238301

SECTION B						
b1	PAYMENTS					
b2	Stipends, salaries, NIC, Pension and travel costs		179647		179647	172388
b3	Manse Costs		37555		37555	28379
b4	Administration etc		10994	126	11120	10362
b5	District Assessment		43822	16162	59984	43617
b6	Grants & donations			6000	6000	6000
b7				56881	56881	13704
b8	Other payments		13515		13515	
b9	TOTAL PAYMENTS		285533	79169	364702 (b9)	274450

SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	(51094)	(5715)	(56809)	(36149)
c2	Total funds brought forward from last year		248257	63062	311319 (c6)	347468
c3	Sub total	(c1+c2)	197163	57347	254510	311319
c4	Transfers and adjustments					
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	197163	57347	254510 (c8)	311319 (c6)

SECTION D				
d	FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts should not be included in total receipts/payments above)			
d1	Balance brought forward from last year			
d2	Offerings/Gifts - received for external organisations		1025	1133
d3	Offerings/Gifts - passed to external organisations		1025	1133
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)			

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 *m Brock*

Name of independent examiner MICHAEL BROCK

Relevant professional qualification of independent examiner A.C.I.B.

Name of firm (where appropriate) N/A

Address 65 WINIFRED WAY, CAISTER-ON-SEA

..... GREAT YARMOUTH

Post Code NR30 5 PE

Date 16/10/2020

* delete or circle as appropriate

September 2020