

## LEICESTER WEST METHODIST CIRCUIT TRUSTEES' ANNUAL REPORT

01/09/2020 – 31/08/2021

Welcome to the 2021 Leicester West Methodist Circuit Trustees Report. 2020-21 has continued to see the Circuit provide a Methodist presence in the City of Leicester and County of Leicestershire and has been one where we continue to see the work of Jesus in our communities.

### **Aims**

The Leicester West Circuit exists to support the Methodist Churches on the western edge of the City of Leicester and reaching out into the County of Leicestershire. Our aim is to bring a sense of belonging and support to the 11 churches we serve.

### **Achievements and Performance**

At the start of the year, the circuit finally completed its planned transition from 4 full time ministers to 3 full time ministers, having had 2 years of 3 full time and 1 half time minister. The support from a team of dedicated local preachers and worship leaders alongside our ministers has provided worship at 11 churches across the circuit. The COVID-19 pandemic has continued to have an impact on all aspects of the churches' life, including regular Sunday worship and fellowship. After 5 months of not meeting in person during the 2020 lockdown our buildings started to reopen for worship and community use from September 2020. Detailed guidance including risk assessments from the Methodist Church nationally was used help individual churches to reopen their buildings safely in stages. We continued to use online resources alongside meeting in person as appropriate.

From January to March 2021 we followed guidance from the Methodist church and again restricted the use of our buildings and continued to use online resources. We were able to reopen by Easter.

During the course of the year, the circuit continued to roll out the updated safeguarding training for those working with Children and Vulnerable Adults. The training involved a number of training sessions run by the circuit safeguarding officer and the district safeguarding officer. We have now been able to offer training in face to face meetings as well as online for the Foundation 2020 course by working in collaboration with neighbouring Methodist circuits for the Foundation and refresher courses. The latter are for those who have gone more than four years since their initial training. The Advanced safeguarding training course for those who require it has been run at district level by the Northampton District Safeguarding team by online training and we are up to date with those in positions which require it.

We said farewell to Rev Novette Headley in August 2021 after being with us for 7 years as our superintendent minister. After 2 years in a half time appointment, Rev Joy Langford is now continuing in a full time appointment and takes the pastoral oversight of a third church. The circuit has completed the transition from 4 to 3 full time ministers. The Rev Helen Bell now becomes our superintendent minister from September 2021.

After careful consideration the circuit made a decision to recruit a Circuit Mission Enabler whose role would be to look at each of our circuit churches and start to look at ways of engaging in mission in their particular neighbourhood and giving advice and help. This would be a part time lay

employment role funded partly by a district grant over 5 years. We have now appointed Mr Justin Moulder in this role and he started in August 2021.

After over 30 years of service, our circuit administrator and secretary retired in August 2021 and we welcomed a new administrator to take care of this important role.

Our team of local preachers includes those who are at the various stages of the training required to become fully accredited local preachers. We are fortunate to have a team who can lead worship regularly throughout the circuit.

Encouragement for churches to start looking at the energy usage in their buildings and ways of becoming more efficient was started through using the A.Rocha UK Eco-Church scheme survey. It looks at all aspects of a church's life and includes our own individual choices. Achieving certain levels of compliance can lead to awards at bronze, silver and gold levels.

The circuit took part in local church, circuit and district discussions on the Methodist Conference task group's report on marriage and relationships, "God in Love Unites Us". The conference decision to finally approve or otherwise draft standing orders enabling Methodist churches to conduct the marriage of same sex couples had been planned for the July 2020 Methodist Conference. This was deferred until the 2021 conference and the approval of the standing orders was finally given. Each church will individually make its own decision on whether or not to permit the marriages. Likewise ministers will need to decide individually whether they will be happy to conduct such services.

## **Finances**

The Standard Form of Accounts for the Circuit is attached.

The Circuit funds benefitted at the end of 2019/2020 from the sale of a manse. Some of the proceeds (£43,500) have been spent on refurbishments to the remaining 3 manses and a further £53,000 has been awarded in grants to projects at churches within the circuit, notably Glenfield Methodist Church's 20-20 project.

Our financial position remains healthy with just under £278,000 of cash and investments in reserves. We are however mindful of the financial position of some of our churches and their ongoing struggles to pay their assessments and will be reviewing our costs carefully as part of our ongoing review of the make-up of the circuit.

## **Objectives and Activities**

The purposes of the Methodist Church are and shall be deemed to have been since the date of union 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 organisation 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 calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship through worship and mission. It does this through worship, learning and caring, service and evangelism. We have considered the Charity Commission guidance on public benefit and address this through all of our churches by ensuring that the activities noted above focus not just on working within the four walls of our church buildings with existing worshippers but by ensuring that all activities are accessible to the communities in which the churches are based and that the churches reach out to be a living part of those communities.

#### Structure, Governance and Management

The governing document of the charity is the Deed of Union (1932) and The Methodist Church Act (1976) and it is constituted as a trust. The Leicester West Circuit is part of the Northampton District of the Methodist Church and is ultimately accountable to the Methodist Conference. The circuit meeting is convened at least twice a year and is responsible for making all decisions concerning the life of the circuit.

There is a circuit leadership team comprising the Stipendiary staff and circuit office holders which meets quarterly. There are also teams which meet on an adhoc basis looking at work with under 25's, mission and social responsibility as well as a manse committee. The Circuit meeting takes responsibility for disseminating Methodist Church policy on matters such as Caring Safely for Children and Vulnerable Adults, Risk Assessment and other matters.

The Circuit officers and Circuit meeting are regularly briefed on risks affecting the Circuit by both the Methodist Church and other experts and act accordingly.

#### Public Benefit

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

#### Trustee Training

A range of guidance produced by Methodist Connexion to support the effective running of the circuit, specifically the leaflet 'The Role of a Trustee in The Methodist Church' is given to all new Circuit meeting members as induction to their role as trustees.

#### Related Parties

The Circuit is part of the Northampton District and is also accountable to the Methodist Conference. The following Methodist Churches are linked to the circuit

- ☐ Anstey
- ☐ Epworth

- ☐ Enderby
- ☐ Glenfield
- ☐ Huncote
- ☐ Markfield
- ☐ New Parks
- ☐ Ratby
- ☐ St Andrews (Leicester Forest East)
- ☐ St Andrews (Glenfield Road East)
- ☐ Trinity

### Risk Management

The major risks have been identified and recorded by the Circuit Finance and Property Committees with professional advice taken as required. There is a regular annual review process undertaken and recorded. Income and Expenditure is being monitored in total and is compared with the approved annual budget on a half yearly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

### Safeguarding

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Methodist Connexional practice outlines commitment to the following principles:

- ☐ the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- ☐ the safeguarding and protection of all children, young people and adults when they are vulnerable
- ☐ the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- ☐ We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- ☐ We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

- ☐ We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- ☐ We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- ☐ We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- ☐ In all these principles we will follow legislation, guidance and recognised good practice

The Leicester West Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation, guidance and safe practice in the circuit and in the churches.

The Leicester West Circuit commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

#### Reserves Policy

##### Reserves Policy for General Funds

Under standing orders, the circuit must meet its financial obligations in relation to the support of its ministers and staff and the maintenance of manses. The total cost of these for the next year is budgeted to be in the region of £229,000

The circuit aims ideally to hold in general reserves sufficient money to meet at least six months expenditure totalling £114,500

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Leicester West	Circuit
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**FOR THE YEAR ENDED  
31 AUGUST 2021**

Northampton	District	Circuit no	23-09
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**Registered Charity - Charity Registration number**

1133039

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 )

Ministers:

Rev Helen Bell
Rev Judith Lincoln
Rev Joy Langford

Circuit Stewards:

David Postlethwaite
Edith Coble
Sandra Andrews
Carol Long

Treasurer:

Elizabeth Clarke
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SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
a1	<b>RECEIPTS</b>					
a2	Assessment/Share	183,539.96			<b>183,539.96</b>	185,721.64
a3	Capital receipts					203,225.12
a4	Bank and CFB interest and Investment income	77.00	2,120.16	174.95	<b>2,372.11</b>	1,604.78
a5	Grants					
a6	Other receipts					
a7	<b>TOTAL RECEIPTS</b>	<b>183,616.96</b>	<b>2,120.16</b>	<b>174.95</b>	<b>185,912.07 (a8)</b>	<b>390,551.54</b>

SECTION B		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
b1	<b>PAYMENTS</b>					
b2	Stipends, salaries, NIC, Pension and travel costs	128,443.93			<b>128,443.93</b>	127,972.46
b3	Manse Costs	56,989.58			<b>56,989.58</b>	18,780.09
b4	Administration etc	6,653.50			<b>6,653.50</b>	6,672.51
b5	District Assessment	48,869.36			<b>48,869.36</b>	49,639.56
b6	Grants & donations	5,617.00	47,500.00		<b>53,117.00</b>	1,902.69
b7						
b8	Other payments	4,656.99	8,166.84		<b>12,823.83</b>	3,916.32
b9	<b>TOTAL PAYMENTS</b>	<b>251,230.36</b>	<b>55,666.84</b>		<b>306,897.20 (b9)</b>	<b>208,883.63</b>

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	-67,613.40	-53,546.68	174.95	-120,985.13	181,667.91
c2	Total funds brought forward from last year		49,833.89	213,336.86	135,567.16	398,737.91 (c6)	217,070.00
c3	Sub total	(c1+c2)	-17,779.51	159,790.18	135,742.11	277,752.78	398,737.91
c4	Transfers and adjustments		70,018.00	-60,000.00	-10,018.00	(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	52,238.49	99,790.18	125,724.11	277,752.78 (c8)	398,737.91 (c6)

SECTION D		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
d	<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b> <b>(these amounts should not be included in total receipts/payments above)</b>					
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 (d1 + d2 - d3)</b>					

**SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATION REPORTING TO THE CIRCUIT MEETING****SECTION E**

Please follow the Guidance Notes to complete this page

Summary of the Circuit accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Circuit 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 receipts and payments totals of the Circuit. If gross income exceeds the Accruals threshold of £250,000, 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 Circuit and connected Circuit Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	185,912 (a8)	306,897 (b9)	(120,985)	(c7)	398,737.91 (c6)	277,752.78 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	185,912	306,897	(120,985)		398,737.91 (x)	277,752.78 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

**SECTION F****STATEMENT OF ASSETS AND LIABILITIES****CIRCUIT - CASH FUNDS HELD at 31 August 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	668.36	2,089.34
f3 Bank Deposit Account		
f4 Central Finance Board	112,464.41	100,881.28
f5 Trustees for Methodist Church Purposes	285,605.14	172,157.16
f6 Other funds		2,625.00
f7 SUB TOTAL	398,737.91 (c6)	277,752.78 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	398,737.91 (x)	277,752.78 (y)

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

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)		
g2 Land and Buildings (see notes re Insurance value)		
g3 Other Assets		
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 CFB Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trust accounts this is inserted in line f5)



## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer ..... Date.....

Name and address of treasurer .....Elizabeth Clarke.....

...8 Faire Road, Glenfield, Leicester..... Post Code...LE3 8EA...

### Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be\* presented to the Circuit meeting held on ...29th September 2021.....

Signature of the Chair of the meeting .....

Name of the Chair of the meeting ...Rev Helen Bell..... Date .....

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

### Leicester West Circuit

Charity Number 1133039.....

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Leicester West..... Circuit for the year ended 31 August 2021 set out on pages ... to .... As the Circuit'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 Circuit'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 .....

Name of independent examiner .... John Allen

Relevant professional qualification of independent examiner .. Institute of Chartered Accountants in Engla

Name of firm (where appropriate) .....

Address .....

..... Post Code .....

Date .....

\* delete or circle as appropriate

Sep-21

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Signature of independent examiner .....

Name of independent examiner .... John Allen

Relevant professional qualification of independent examiner .. Institute of Chartered Accountants in Engla

Name of firm (where appropriate) .....

Address .....

..... Post Code .....

Date .....

\* delete or circle as appropriate

Sep-21