

**22/12 National Forest East Circuit**

**Charity registration number: 1133460**

**TRUSTEES' REPORT**  
and  
**FINANCIAL STATEMENTS**  
for the year ended  
**31 AUGUST 2021**

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## **Administrative Information**

### **Circuit Ministers**

Rev Sally Ratcliffe (Superintendent)  
Rev Jacky Goaten  
Rev Phil Snelson (from 1<sup>st</sup> September 2021)

### **Children's & Family Worker**

Mrs Claire Claringbull

### **Circuit Stewards**

Mr Mark Bennett  
Mrs Julie Bromell  
Mrs Sarah Chadwick  
Mr Mark Dale  
Mr Alan Jones  
Mr Matthew Lee (Treasurer)

### **Circuit Meeting Secretary**

Ms Allison Gilliver

### **Circuit Administrator**

Mrs Teresa Godwin  
c/o Marlborough Square Methodist Church  
Coalville  
Leicestershire  
LE67 3WD

e-mail address: nfe.circuit@btconnect.com  
Telephone number 01530 830112

### **Independent Examiner**

Mr John Harrison FCA  
8 Farnham House  
Loughborough Road  
Quorn  
Loughborough LE12 8XH

# Trustees' Report

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## ***Governance and Management***

The Circuit is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

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, and
- b any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and
- c any charitable purpose for the time being of any society or institution or subsidiary or ancillary to the Methodist Church.

The Circuit is a group of local churches. Circuits combine to form 30 districts in Great Britain. Although there is some autonomy, all Methodist organisations in Great Britain are governed by statutes determined by the Methodist Conference and which are published in the Constitution, Practice and Discipline of the Methodist Church. Conference is the supreme body within the church: it delegates much of its authority to the Methodist Council. Both Conference and Council consist of lay and ordained members.

In setting objectives and planning activities, the Circuit Meeting, held three or four times each year, has given careful consideration to the Charity Commission's general guidance on public benefit and, in particular, to its supplementary public benefit guidance on advancing our objectives as set out above.

During the year the Circuit Leadership Team (CLT) - the Circuit Ministerial Staff and Circuit Stewards - met regularly to keep the life of the Circuit under review and to take forward the decisions of the Circuit Meeting.

## **Activities**

Our mission is to be a powerful, spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by encouraging worship, social and outreach activities that currently exist within the churches in our Circuit, and also by seeking new ways to extend to others the fellowship of the Church family.

## Organisational Structure

1. Overall control rests with the Methodist Conference
2. The Connexional Office implements decisions made by Conference and is also responsible for the stationing of Ministers in individual Circuits
3. Connexional decisions are passed to the Chair of the District and the appropriate Officers of the District for regional implementation
4. The Districts pass the control down to Circuit level for local implementation by the Superintendent Minister, Ministerial staff, Circuit Stewards and others. Authority can be delegated by the Connexion and District to the Circuit Meeting for certain matters
5. The Circuit Meeting passes control down to Church Councils for local implementation by the Minister, the Church Stewards and other officers. The Church Councils act as Managing Trustees.
6. The Circuit Superintendent chairs meetings of the Circuit Leadership Team (CLT) and the Circuit Meeting, which trustees are expected to attend. Policy decisions are taken at the Circuit Meeting which is the supreme body for deciding matters at Circuit Level. Some powers are delegated by the Circuit Meeting to the CLT and other groups.
7. Churches, Circuits and Districts are able to pass matters upwards for consideration, ultimately to the Conference, for consideration and implementation where appropriate.
8. The Methodist Connexional year runs from 1 September to 31 August.

## Charity Registration

The National Forest East Methodist Circuit was created on September 1<sup>st</sup> 2012 when the Castle Donington Circuit joined the Ashby & Coalville Circuit, which was already registered as a charity (registration number 1133460).

The Trustees confirm that they have complied with the duty under the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. Specifically:

- many churches make their premises available to other organisations that need somewhere to meet
- some churches have long term tenants
- uniformed organisations (scouts, cubs, beavers, guides, brownies and rainbows) are affiliated to some of our churches and meet at church premises
- other outreach activities
- raising money for other charities

## Trustees

The following Trustees attended the Circuit Meeting during the course of the year:

Trustee Name	Office	Church based
Revd Sally Ratcliffe	Superintendent Minister	
Revd Jacqueline Goaten	Presbyter	
Rev Janet Tanner	Presbyter (until 30/8/21)	
Mrs Sarah Chadwick	Circuit Steward	Ashby
Mrs Claire Claringbull	Children's Worker	Ashby
Mr Ronald Davies		Ashby
Mrs Linda Francis		Ashby
Mrs Rosemary Jameson		Ashby
Mr Paul Blackmore	Methodist Homes Rep	Aston & Weston
Mrs Margaret Blackmore		Aston & Weston
Mrs Beryl Hallam		Aston & Weston
Mrs Daryl Dawson		Aston & Weston
Mrs Diane Jeffries		Aston & Weston
Mrs Joan Hill		Castle Donington
Mr John Rutter		Castle Donington
Mr Mark Bennett	Circuit Steward & Safeguarding Officer	Hall Lane
Mrs Josephine Fisher		Hall Lane
Mrs Allison Gilliver		Hall Lane
Mrs Maureen Godfrey		Hall Lane
Revd John Hudson	Supernumerary Minister	Hall Lane
Mr John Stent		Hall Lane
Revd David Haywood	Supernumerary Minister	Hugglescote
Mr Alan Jones	Circuit Steward	Hugglescote
Mrs Irene Jones		Hugglescote
Mrs Claire Pickering		Hugglescote
Mr Ian Stanton		Hugglescote
Mrs Rosslyn Harding		Ibstock
Mrs Shirley Reid		Ibstock
Mrs Norma Chapman		Kegworth
Mrs Cheryl Heyes		Kegworth
Mrs Gillian Jones		Kegworth
Miss Margaret Mellors		Kegworth
Mrs Wendy Werrell		Kegworth
Mrs Joan Wills		Kegworth
Mrs Pamela Goodenough		Marlborough Sq.
Mrs Christine Hunt		Marlborough Sq.
Mrs Elspeth Myles		Marlborough Sq.
Mr Mark Dale	Circuit Steward	Melbourne
Mr Steven Draper		Melbourne
Mr Andrew Jansen		Melbourne
Mr Matthew Lee	Circuit Treasurer	Melbourne
Dr Will Smith		Melbourne
Revd Dennis Smith	Supernumerary Minister	Melbourne
Mrs Pamela Worrall		Melbourne
Mrs Ellen Beard		Moira
Mr Michael Sherratt		Moira

Mrs Sandra Bennett		New Sawley
Mrs Linda Buesnel	Action For Children Rep	New Sawley
Mr Adrian Buesnel		New Sawley
Mr Godfrey Graver		New Sawley
Mrs Pauline Smart		New Sawley
Mrs Julie Bromell	Circuit Steward	Sutton Bonington
Mr Martin Crawford		Sutton Bonington
Mr David Franklin		Sutton Bonington
Mrs Erika Goode		Sutton Bonington
Mrs Elizabeth Hartley		Sutton Bonington
Mrs Angela Wilson		Sutton Bonington
Mrs Ena Illidge		Thringstone
Deacon Barbara Crockett	Supernumerary Minister	Whitwick
Mr John Peace		Whitwick
Mrs Jean Whitmore		Whitwick
Mr Derek Whitmore		Whitwick
Revd Jill Bryant	Supernumerary Minister	Worthington

## Safeguarding

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The Circuit supports the following statement of principles agreed by the denominations:

Commitment to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults
- The safeguarding and protection of all children, young people and all adults
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse

Each church in the Circuit is requested to appoint a safeguarding representative and the Circuit appoints a Safeguarding Officer to coordinate policies, practices and training which promotes safe practice amongst children and vulnerable adults.

## Staff Responsibilities & Changes

Revd. Sally Ratcliffe became the Superintendent Minister of the Circuit on 1<sup>st</sup> September 2020 and has pastoral care of the churches at Melbourne, Aston & Weston, Sutton Bonington, Kegworth and New Sawley.

Revd Janet Tanner joined the Circuit on 1<sup>st</sup> September on 2016 and had pastoral care of the following churches: Hugglescote, Thringstone, Hall Lane (Whitwick), Whitwick, and Marlborough Square (Coalville). She retired at the end of August 2021 and has been replaced by Rev Phil Snelson.

Revd. Jacky Goaten joined the Circuit as a Probationer Minister on 1<sup>st</sup> September 2016 and now has pastoral care of Ashby, Worthington, Moira Centenary, Castle Donington, Ibstock and the Measham Garden Fellowship. She also has oversight of members in Oakthorpe. The society at

Oakthorpe ceased to meet in 2020 and consideration on how the building will be used and what ongoing activity will be undertaken in the village is continuing.

A number of retired (“supernumerary”) ministers live and worship within the Circuit and carry out varying activities on behalf of the Circuit from time to time. Four of these Ministers accepted duties at specific churches with effect from October 2019 and were each paid the equivalent of 20% of a regular stipend during the 2020-21 year. Two of these Ministers (Rev David Haywood and Rev John Hudson) retired again from paid work at the end of August 2021.

Mrs Claire Claringbull joined the Circuit in February 2017, working 15 hours a week during term time as Worker With Children & Families.

Mrs Teresa Godwin continues to carry out the part-time paid role of Circuit Administrator based in an office rented from the Marlborough Square Church.

## **Risk Management**

Through its CLT, risks faced by the Circuit have been considered. Where appropriate risks are insured – currently with the Methodist Insurance Company. The security and safety of our churches is largely for those churches to determine and to mitigate, taking advice from Circuit Officers and Insurers as appropriate.

All churches and manses are the subject of quinquennial inspections and the reports on each are reviewed by the Circuit as well as the local trustees. Action is taken to reduce the risks of injury to all who have a legitimate purpose to be on those premises.

All Churches have been surveyed for the presence of asbestos, mainly by Insulation & Environmental Services Ltd of Wigston in 2013. Reports were sent to each church for consideration in November 2013.

During the course of the year advice regarding actions to be taken with regard to the covid pandemic were circulated to all churches, and the Circuit met all costs related to testing for legionella.

We have considered the resilience of churches and the risk that they will not meet their assessments. We judge that there are sufficient resources to cover any possible shortfall in the following year.

The Circuit operates within a statutory framework of regulation and seeks to ensure that it follows Methodist standing orders. It relies on the Connexional Office to provide guidance on changes that could affect the Circuit.

## **Trustees’ Expenses**

With the exception of the ministerial staff and supernumerary ministers who can claim for travel and administrative expenses, and a very small number of claims for reimbursement of small-value administration costs, members of the Circuit Meeting received neither payment nor reimbursement of their expenses in connection with their function as trustees.

## **Trustees’ Responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the Circuit’s financial activities during the year and of its financial position at the end of the year. In preparing these financial statements, the trustees have:

- selected suitable accounting policies and applied them consistently using the receipts and payments method
- made judgements and estimates that are reasonable and prudent
- followed applicable accounting standards
- prepared the financial statements on a going concern basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Circuit and enable them to ensure that the financial statements comply with the law. They are also responsible for safeguarding the assets of the Circuit and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees have a right to advise the independent examiner of their concerns but none has done so. The CLT concludes, therefore, that there are no issues to be advised to the independent examiner.

## Financial Review

The Circuit prepares receipts and payments accounts. They are not a consolidation of the accounts of churches in the Circuit. The Circuit budget is prepared by first anticipating the expenditure for the forthcoming year and then determining how that sum will be raised.

The Circuit adopted the following policy for the reserves in the 2020-21 year:

For general funds - Sufficient funds will be maintained to meet day-to-day operating expenses, including stipends and manse costs. They will be topped up as required by withdrawal from the Model Trust Fund

For the Model Trust Fund - No more than 15% of the Model Trust Fund will normally be allocated as grants to churches or to circuit activities in any Connexional year. The Circuit Meeting may decide to exceed this limit if special needs or opportunities arise.

The Circuit plans to keep a high level of reserves in the 2020-21 Connexional year so that it is in a position to meet challenges posed by the covid virus, and plan for future mission & outreach activities.

The Circuit will seek ways to balance its income with expenditure and then maintain a minimum of £150,000 in reserve to be ready to meet Ministry and other expenses, and to be able to respond favourably to requests to support from Churches which prioritise mission and outreach.

For Endowment Trust Funds - The funds will be maintained as they are as investments, and provide a small income to general funds.

## Capital Assets

The proceeds of sale of the premises of any Methodist Church or manse within the Circuit is generally credited to the Circuit. There is, however, a substantial levy paid to the Connexion (the Methodist Church in GB) so not all of the proceeds are received by the Circuit. No capital assets were bought or sold in the year.

The Circuit received rent for the hire of the Old Schoolroom at Griffydam and the unused manse at Castle Donington during the year. The Church building at Griffydam was sold in the 2014-15 year and the Old Schoolroom has subsequently been sold in November 2021.



## Funding of the Circuit's Costs

This is achieved primarily by making an assessment on each church within the Circuit. If any church were to close, that church's assessment would not be paid to the Circuit. The Circuit's costs – principally the stipends and housing costs of the ministers – would continue and there would be a need to draw on reserves to meet the shortfall in income.

## Annual costs

The Circuit believes that it should ensure that it has income and reserves sufficient to cover the stipends and manse costs of three ministers. The costs of other paid staff are currently met from reserves.

## Approvals

This report, and the Financial Statements of the Circuit having been inspected by the Independent Examiner, were approved by the Circuit Meeting held on 7<sup>th</sup> December 2021.

Signed on behalf of the Trustees



Revd Sally Ratcliffe  
Superintendent Minister



Matthew Lee  
Treasurer

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

National Forest East	Circuit
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**FOR THE YEAR ENDED  
31 AUGUST 2021**

Nottingham & Derby	District	Circuit no	22/12
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**Registered Charity - Charity Registration number**

1133460

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 Sally Ratcliffe
Rev Jackie Goaten
Rev Phil Snelson

**Circuit Stewards:**

Julie Bromell
Mark Bennett
Sarah Chadwick
Mark Dale
Alan Jones

**Treasurer:**

Matthew Lee
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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		180,056			<b>180,056</b>	192,092
a3	Capital receipts						58,724
a4	Bank and CFB interest and Investment income		285	1,137	2,441	<b>3,863</b>	4,112
a5	Grants						
a6	Other receipts		32,507			<b>32,507</b>	19,467
a7	<b>TOTAL RECEIPTS</b>		<b>212,848</b>	<b>1,137</b>	<b>2,441</b>	<b>216,426 (a8)</b>	<b>274,395</b>

SECTION B							
b1	<b>PAYMENTS</b>						
b2	Stipends, salaries, NIC, Pension and travel costs		154,372			<b>154,372</b>	150,983
b3	Manse Costs		19,767			<b>19,767</b>	16,130
b4	Administration etc		8,643	704	57	<b>9,404</b>	7,611
b5	District Assessment		41,936			<b>41,936</b>	49,468
b6	Grants & donations		13,238			<b>13,238</b>	48,338
b7	Preaching related		1,576			<b>1,576</b>	2,503
b8	Other payments		32,603	17,666		<b>50,270</b>	53,819
b9	<b>TOTAL PAYMENTS</b>		<b>272,135</b>	<b>18,370</b>	<b>57</b>	<b>290,562 (b9)</b>	<b>328,852</b>

SECTION C							
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	(a7-b9)	<b>(59,287)</b>	<b>(17,234)</b>	<b>2,385</b>	<b>(74,136)</b>	<b>(54,457)</b>
c2	Total funds brought forward from last year		108,073	352,213	28,336	488,623 (c6)	
c3	<b>Sub total</b>	(c1+c2)	<b>48,786</b>	<b>334,980</b>	<b>30,721</b>	<b>414,487</b>	<b>488,623</b>
c4	Transfers and adjustments		500	(500)			
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	(c3+c4)	<b>49,286</b>	<b>334,480</b>	<b>30,721</b>	<b>414,487 (c8)</b>	<b>488,623 (c6)</b>

SECTION D						
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				3,482	4,236
d3	Offerings/Gifts - passed to external organisations				3,482	4,236
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 Oakthorpe Church	4,828	2,949	1,879	(1)	with receipts	1,878
e2 {Oakthorpe payments includes £1,800 to Circuit; insurance premiums were paid from Circuit account}						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	4,828	2,949	1,879	(1)	(e11)	1,878 (e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	216,426 (a8)	290,562 (b9)	(74,136)	(c7)	488,623 (c6)	414,487 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	221,254	293,511	(72,257)	(1)	488,623 (x)	416,365 (y)
Continue on a separate sheet if necessary and bring the totals forward	<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

**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 Accounts	21,853	18,760
f3 Bank Deposit Account		
f4 Central Finance Board	86,219	30,525
f5 Trustees for Methodist Church Purposes	380,550	365,201
f6 Other funds		
f7 SUB TOTAL	488,623 (c6)	414,487 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	1,878 (e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	488,623 (x)	416,365 (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)	1,042,375	1,068,427
g3 Other Assets	63,390	68,400
g4 Loan(s) - show amount outstanding at year end		500
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 22 September 2021

Name and address of treasurer - Matthew Lee, 80 Derby Road, Melbourne, Derby DE73 8FL

### 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 ...7 December 2021

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

Name of the Chair of the meeting ...REV SALLY RATCLIFFE Date .....

### Independent Examiner's Report to the Trustees of the National Forest East Circuit (Charity No. 1133460)

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the National Forest East Circuit for the year ended 31 August 2021 set out on pages 2 and 3. 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.


#### 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 PAUL HARRISON...FCA

Relevant professional qualification of independent examiner ...CHARTERED ACCOUNTANT

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

Address ...8 FARNHAM HOUSE, LOUGHBOROUGH ROAD, QUORN,  
LOUGHBOROUGH

Post Code ...LE12 8XH

Date ...29/9/2021