

22/12 National Forest East Circuit

Charity registration number: 1133460

TRUSTEES' REPORT
and
FINANCIAL STATEMENTS
for the year ended
31 AUGUST 2022

Administrative Information

Circuit Ministers

Rev Sally Ratcliffe (Superintendent)
Rev Phil Snelson
Rev Louise Morrissey (from 1st September 2022)

Children's & Family Worker

Mrs Claire Claringbull

Circuit Stewards

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

Circuit Meeting Secretary

Ms Sue Draper

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

Mrs Christine Fox
5 Windsor Avenue
Melbourne
Derby DE73 8FN

Trustees' Report

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 1st 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 (some with dual roles) were listed as current as at November 2022. Records are held of the Trustees in post and attending meetings during the course of the 2021-22 year.

Name	Surname	Representing	Role
Ellen	Beard	Moiria Centenary	steward
Mark	Bennett	Hall Lane	steward
Sandra	Bennett	New Sawley	treasurer
Sandra	Bennett	Circuit	LWP secretary
Julie	Bromell	Castle Donington	treasurer
Julie	Bromell	Circuit	circuit steward
Adrian	Buesnel	New Sawley	steward
Linda	Buesnel	New Sawley	representative
Sarah	Chadwick	Circuit	circuit steward
Barbara	Crockett	Circuit	supernumerary minister
Mark	Dale	Circuit	circuit steward
Tina	Dale	Melbourne	representative
Ron	Davies	Ashby	treasurer
Daryl	Dawson	Aston & Weston	treasurer
Steve	Draper	Melbourne	representative
Sue	Draper	Circuit	CM secretary
Linda	Francis	Ashby	representative
Erika	Goode	Sutton Bonington	representative
Pam	Goodenough	Marlborough Square	representative
Ro	Harding	Ibstock	treasurer
Liz	Hartley	Sutton Bonington	steward
David	Haywood	Circuit	supernumerary minister
John	Hudson	Circuit	supernumerary minister
Christine	Hunt	Marlborough Square	steward
Rosemary	Jameson	Ashby	steward
Diane	Jeffries	Aston & Weston	representative
Alan	Jones	Circuit	circuit steward
Irene	Jones	Hugglescote	representative
Matt	Lee	Circuit	circuit treasurer
Matt	Lee	Melbourne	treasurer
Louise	Morrissey	Circuit	minister
Elsbeth	Myles	Marlborough Square	treasurer
John	Peace	Whitwick	treasurer
Claire	Pickering	Hugglescote	steward
Sally	Ratcliffe	Circuit	superintendent minister
Shirley	Reid	Ibstock	representative
John	Rutter	Castle Donington	representative

Michael	Sherratt	Moira Centenary	treasurer
Dennis	Smith	Circuit	supernumerary minister
Will	Smith	Melbourne	steward
Becky	Snelson	Circuit	safeguarding officer
Phil	Snelson	Circuit	minister
Ian	Stanton	Hugglescote	treasurer
John	Stent	Hall Lane	treasurer
Derek	Whitmore	Whitwick	representative
Jean	Whitmore	Whitwick	steward
Angela	Wilson	Sutton Bonington	treasurer

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 1st September 2020 and has pastoral care of the churches at Melbourne, Aston & Weston, Sutton Bonington and New Sawley.

Revd Phil Snelson joined the Circuit on 1st September 2021 and has pastoral care of the following churches: Hugglescote, Hall Lane (Whitwick), Whitwick, and Marlborough Square (Coalville).

Revd. Jacky Goaten joined the Circuit as a Probationer Minister on 1st September 2016 and had pastoral care of Ashby, Worthington, Moira Centenary, Castle Donington, Ibstock and the Measham Garden Fellowship. She also had oversight of members in Oakthorpe and Worthington – in both cases the church buildings were sold early in the 202-23 year. Revd Louise Morrissey joined the Circuit in September 2022 and took over the responsibilities of Revd Goaten who moved to another Circuit.

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 but Rev Dennis Smith and Deacon Barbara Crockett continue in part-time paid roles.

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 2020-21 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 2021-22 year:

For general funds – Sufficient funds will be maintained to meet day-today 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 20% 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. General expenditure currently exceeds income by approximately £50,000 per year and assessment income is declining - so at least £300,000 needs to be kept in reserve to ensure current activities can continue for a five year period.

The Circuit will donate £50,000 from the MTF to the Connexional Appeal to help top up Pension Funds' Reserves.

In addition the Circuit is considering recruitment of paid employees to oversee change management / mission, property and other activities. It is likely that some capital receipts will be received following sale of properties e.g. Griffydam Schoolroom, Thringstone, Long Whatton, Worthington & Kegworth Churches.

This policy will be reviewed when recruitment decisions and the sales of properties are more advanced.

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 were approved by the Circuit Meeting held on 8th December 2022, subject to inspection by the independent examiner. The examiner signed the Financial Statements on 1st March 2023 to confirm she had completed the inspection satisfactorily.

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 2022**

NOTTINGHAM & DERBY	District	Circuit no	22/12
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Registered Charity - Charity Registration number

1133460

If not a registered charity **His Majesty's Revenue and Customs Gift Aid number**

n/a

(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:

Revd Sally Ratcliffe (Superintendent)
Revd. Phil Snelson
Revd. Louise Morrissey

Circuit Stewards:

Julie Bromell
Sarah Chadwick
Mark Dale
Alan Jones

Treasurer:

Matthew Lee

SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	Note	£	£	£	£
a2	Assessment/Share		174,694		174,694	180,056
a3	Capital receipts			56,170	56,170	
a4	Bank and CFB interest and Investment income		550	1,186	1,736	3,863
a5	Grants					
a6	Other receipts		27,441		(841) 26,600	32,507
a7	TOTAL RECEIPTS		202,685	57,356	(841) 259,199 (a8)	216,426

SECTION B								
b1	PAYMENTS							
b2	Stipends, salaries, NIC, Pension and travel costs		149,373			149,373		154,372
b3	Manse Costs		15,869			15,869		19,767
b4	Administration etc		9,292	953	88	10,333		9,404
b5	District Assessment		56,572			56,572		41,936
b6	Grants & donations		32,360	50,000		82,360		13,238
b7								1,576
b8	Other payments		39,545	23,570		63,115		50,270
b9	TOTAL PAYMENTS		303,011	74,523	88	377,621	(b9)	290,562

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	(100,326)	(17,167)	(929)	(118,423)	(74,136)
c2	Total funds brought forward from last year		49,286	334,480	30,721	414,487 (c6)	488,623
c3	Sub total	(c1+c2)	(51,040)	317,312	29,792	296,064	414,487
c4	Transfers and adjustments		166,916	(166,916)		(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	115,876	150,396	29,792	296,064 (c8)	414,487 (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			3,364	3,482
d3	Offerings/Gifts - passed to external organisations			3,364	3,482
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)				

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 2022 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		319	(319)		1,878	1,559
e2							
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds		319	(319)		1,878 (e11)	1,559 (e12)
e9	Circuit accounts (totals brought forward from page 2 - totals column)	259,199 (a8)	377,621 (b9)	(118,423)	(c7)	414,487 (c6)	296,064 (c8)
e10	TOTAL CASH FUNDS HELD BY CIRCUIT	259,199	377,940	(118,742)		416,365 (x)	297,623 (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 2022**

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	18,760	14,344
f3	Bank Deposit Account		
f4	Central Finance Board	30,525	101,532
f5	Trustees for Methodist Church Purposes	365,201	180,189
f6	Other funds		
f7	SUB TOTAL	414,487 (c6)	296,064 (c8)
f8	Total funds held by Internal Organisations (the closing balance totals above) (e12)	1,878 (e11)	1,559 (e12)
f9	TOTAL CASH FUNDS HELD BY CIRCUIT	416,365 (x)	297,623 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

		At 1 September 2021	At 31 August 2022
g1	Investments (include Endowments)		
g2	Land and Buildings (see notes re Insurance value)	1,068,427	1,181,211
g3	Other Assets	68,400	76,881
g4	Loan(s) - show amount outstanding at year end	500	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 2022 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 2.12.22

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 2022 ~~were~~ will be* presented to the Circuit meeting held on 8 December 2022 (subject to inspection)

Signature of the Chair of the meeting 

Name of the Chair of the meeting Sally Ratcliffe Date 2.3.2023

Independent Examiner's Report to the Trustees of the Circuit

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 2022 set out on pages 2 & 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 CHRISTINE FOX

Relevant professional qualification of independent examiner RETIRED ACCOUNTANT

Name of firm (where appropriate) N/A

Address 5 WINDSOR AVENUE, MELBOURNE, DERBY

Post Code DE73 8FN

Date 1ST MARCH 2023

* delete or circle as appropriate